

907 KAR 1:045 and E
Payments for Community Mental Health Center Services

Material Incorporated by Reference

Community Mental Health-Mental Retardation
Reimbursement Manual

July 2004 edition

(clean and dirty)

Filed: _____

**CABINET FOR HUMAN RESOURCES
DEPARTMENT FOR MEDICAID SERVICES
COMMUNITY MENTAL HEALTH-MENTAL RETARDATION
REIMBURSEMENT MANUAL**

PART I

GENERAL POLICIES AND GUIDELINES

**Cabinet for Human Resources
275 East Main Street
Frankfort, Kentucky 40621**

**Transmittal #32
7/1/91**

TABLE OF CONTENTS

SECTION	PAGE
100 INTRODUCTION	100.01
101 SCOPE OF SERVICES	101.01
102 REQUIREMENTS AND LIMITATIONS OF PARTICIPATION	102.01
103 METHOD OF REIMBURSEMENT	103.01
106A RATE SETTING FOR STATE FISCAL YEAR 2005	106.A01
107 UTILIZATION REVIEW	107.01

SECTION 100 - INTRODUCTION

100. INTRODUCTION:

The objective of the Department for Medicaid Services (DMS) is to assure quality health care and social services to eligible beneficiaries. Support for comprehensive mental health-mental retardation services within the community has been demonstrated through the Cabinet's reimbursement of covered services through community mental health-mental retardation centers as defined under Kentucky licensure regulations and further qualified by Title XIX policies.

The General Policies and Guidelines and Principles of Reimbursement set forth in this manual specify the conditions, requirements, limitations and method of reimbursement for community mental health-mental retardation centers for services rendered to Title XIX recipients. The Cabinet has determined that the most feasible method of reimbursement for the Title XIX Program is a prospective payment which would reflect reasonable allowable costs and require no year-end settlement. Therefore once the current system is fully implemented as of July 1, 1993, payments shall be made on a total prospective basis.

SECTION 100 - INTRODUCTION

The Principles of Reimbursement which follow include provisions which specify the allowable costs to be recognized in determining reimbursement for covered services rendered program eligibles. For Title XIX, these principles are supplemented by Title XVIII (Medicare) Principles of Reimbursement with regard to allowable costs and limitations on costs for those areas or issues which are not specifically set forth in this manual.

A review mechanism has been provided so that upon receipt of the Department's determination of program reimbursement, the community mental health-mental retardation center may request a review of the determination through the provisions set forth in the Principles of Reimbursement in this manual.

SECTION 101 - SCOPE OF SERVICES

101. SCOPE OF SERVICES:

The Community Mental Health-Mental Retardation Center. licensure regulation provides the basis for designation as a community mental health-mental retardation center. The Title XIX Program regulations reinforce these licensure requirements but provide certain limitations with respect to reimbursable services. The scope of services shall be specified for Title XIX by the Community Mental Health Center Program Manual.

SECTION 102 - REQUIREMENTS AND LIMITATIONS OF PARTICIPATION

102. REQUIREMENTS AND LIMITATIONS OF PARTICIPATION:

To participate as a reimbursable mental health-mental retardation provider under the Title XIX Program, each community mental health-mental retardation center shall be licensed by the appropriate state agencies.

When a community mental health-mental retardation center elects to participate in the Title XIX Program, the allowable cost, as defined, of all services provided in accordance with the requirements specified by the Community Mental Health-Mental Retardation Center Program regulation shall be included as a reimbursable cost of the participating community mental health-mental retardation center up to the maximum established by the program. All covered services, including staff physician services, shall be reimbursed through the community mental health-mental retardation center payment mechanism.

SECTION 103 - METHOD OF REIMBURSEMENT

103. METHOD OF REIMBURSEMENT:

Utilizing the provisions for allowable costs and limitations as set forth in this manual, the method of reimbursement utilizes billable service units, payment rates and annual cost reports.

A billable client service is a unit of service based on time, which consists solely of a face-to-face contact in rendering a service.

Unit of Service Definitions

- | | |
|-----------------|---|
| 1 Client Day | - A day begins at Midnight and ends 24 hours later.
A part of admission counts as a full day. However, the day of discharge or death, or a day on which a client begins a leave of absence, is not counted as a day. |
| 1 Client Hour | - A client hour starts at the time the face-to-face contact starts and ends 60 minutes later. |
| 1/4 Client Hour | - A quarter hour starts at the time the face-to-face contact starts and ends 15 minutes later. |
| 1/4 Staff Hour | - A quarter hour staff hour starts at the time the service begins and ends 15 minutes later. |
| 1 Staff Hour | - A staff hour starts at the time the service begins and ends 60 minutes later. |

SECTION 103 - METHOD OF REIMBURSEMENT

With the exception of the Client Day Unit of Service, partial units shall be rounded to the nearest whole unit of service.

For outpatient services, statistics shall be kept on both client hours and staff hours.

A community mental health-mental retardation center billable service is a unit of time rendered by a psychiatrist, psychologist, psychiatric nurse, master degree social worker or an individual with equivalent professional education as defined by the Cabinet.

SECTION 106 – RATE SETTING FOR STATE FISCAL YEAR 2005

Effective July 1, 2004, the State Fiscal Year (SFY) 2005 Mental Health Center services payment rate shall remain the same as the rate in effect on June 30, 2002 and there shall be no cost settling. Any language in this manual which may contradict the prior sentence shall not be effective for SFY 2005.

SECTION 107 - UTILIZATION REVIEW

107. UTILIZATION REVIEW:

If deemed necessary to assure appropriate utilization, systems of utilization review for determining norms and upper limitations and acceptable deviations from such standards shall be established. These systems shall be used to identify possible abuse of the payment system and to prospectively inform providers of the promulgation of such limitations.

**CABINET FOR HUMAN RESOURCES
DEPARTMENT FOR MEDICAID SERVICES
COMMUNITY MENTAL HEALTH-MENTAL RETARDATION
REIMBURSEMENT MANUAL**

PART II

PRINCIPLES OF REIMBURSEMENT

**Cabinet for Human Resources
275 East Main Street
Frankfort, Kentucky 40621**

**Transmittal #32
7/1/91**

TABLE OF CONTENTS

SECTION	PAGE
200 INTRODUCTION	200.01
201 COST REIMBURSEMENT - GENERAL	201.01
202 APPORTIONMENT OF ALLOWABLE COSTS	202.01
203 FINANCIAL DATA AND REPORTS	203.01
-- Cost Reporting Requirements	
-- Recordkeeping Requirements	
-- Cost Report Due Dates	
204 ADEQUATE COST DATA AND COST FINDING	204.01
-- Basis of Accounting	
-- Cost Finding Methods	
205 PAYMENTS TO PROVIDERS	205.01
206 DEPRECIATION	206.01
-- Basis of Assets Subject to Depreciation	
-- Depreciation Methods	
-- Gains and Losses on Disposal of Assets	
-- Intergovernmental Transfer of Assets	
-- Previously Depreciated Assets	
-- Assets Financed with Public Funds	
207 INTEREST EXPENSE	207.01
-- Borrower -- Lender Relationship	
208 BAD DEBTS, CHARITY AND COURTESY ALLOWANCES	208.01
-- Definition of Bad Debts, Charity and Courtesy Allowances	
-- Accounting Treatment	
209 COST OF EMPLOYEE'S EDUCATIONAL PROGRAMS	209.01
-- Definition of Allowable Cost of Educational Programs	
-- Program Participation	
210 RESEARCH COSTS	210.01
211 GRANTS, GIFTS AND INCOME FROM ENDOWMENTS	211.01
-- Definition of Restricted and Unrestricted Grants, Gifts and Endowments	
-- Accounting Treatment	

TABLE OF CONTENTS

SECTION		PAGE
212	PURCHASE DISCOUNTS ALLOWANCES AND REFUNDS OF EXPENSES -- Definition of Purchase Discounts Allowances and Refunds	212.01
213	COST TO RELATED ORGANIZATIONS -- Definition of Related Organizations -- Definition of Reasonable Allowable Cost	213.01
214	REASONABLE COST OF PURCHASED SERVICES -- Definition of Reasonable Allowable Cost	214.01
215	COST RELATED TO SUB-CONTRACTS AND/OR AFFILIATE AGREEMENTS	215.01
216	DETERMINING ALLOWABLE COST FOR DRUGS -- Title XIX -- DMH/MRS Funding	216.01
217	COST RELATED TO PATIENT SERVICES -- Definition of Reasonable Allowable Cost	217.01
218	DETERMINATION OF COST OF SERVICES TO BENEFICIARIES	218.01
219	AMOUNT OF PAYMENTS WHERE CUSTOMARY CHARGES FOR SERVICES FURNISHED ARE LESS THAN REASONABLE COST -- Definition of Customary Charges	219.01
220	LIMITATIONS OF ALLOWABLE COSTS	220.01
221	REIMBURSEMENT FOR PROFESSIONAL SERVICES -- Definition of Staff Professionals -- Requirements for Inclusion in Allowable Costs	221.01
222	PROVIDER REIMBURSEMENT REVIEWS AND APPEALS -- Administrative Review Procedures	222.01
	AIS/MR ADDENDUM	1-12

TABLE OF CONTENTS

SECTION		PAGE
212	PURCHASE DISCOUNTS ALLOWANCES AND REFUNDS OF EXPENSES -- Definition of Purchase Discounts Allowances and Refunds	212.01
213	COST TO RELATED ORGANIZATIONS -- Definition of Related Organizations -- Definition of Reasonable Allowable Cost	213.01
214	REASONABLE COST OF PURCHASED SERVICES -- Definition of Reasonable Allowable Cost	214.01
215	COST RELATED TO SUB-CONTRACTS AND/OR AFFILIATE AGREEMENTS	215.01
216	DETERMINING ALLOWABLE COST FOR DRUGS -- Title XIX -- DMH/MRS Funding	216.01
217	COST RELATED TO PATIENT SERVICES -- Definition of Reasonable Allowable Cost	217.01
218	DETERMINATION OF COST OF SERVICES TO BENEFICIARIES	218.01
219	AMOUNT OF PAYMENTS WHERE CUSTOMARY CHARGES FOR SERVICES FURNISHED ARE LESS THAN REASONABLE COST -- Definition of Customary Charges	219.01
220	LIMITATIONS OF ALLOWABLE COSTS	220.01
221	REIMBURSEMENT FOR PROFESSIONAL SERVICES -- Definition of Staff Professionals -- Requirements for Inclusion in Allowable Costs	221.01
222	PROVIDER REIMBURSEMENT REVIEWS AND APPEALS -- Administrative Review Procedures	222.01
	AIS/MR ADDENDUM	1-12

SECTION 200 - INTRODUCTION

200. INTRODUCTION:

- (A) Community mental health-mental retardation centers shall be reimbursed by the Department for Medicaid Services (DMS) for providing covered services to eligible clients.
- (B) The principles of reimbursement and the related policies establish the guidelines and procedure to be used in determining reasonable allowable cost.
- (C) The principles of reimbursement are to be applied by the Cabinet in the payment of claims.
- (D) The principles of reimbursement are written for treatment under the Title XIX Program.
- (E) An important role of the Department, in addition to claims processing, payment and program administration, is to furnish technical assistance to providers in the development of accounting and cost finding procedures which shall assure them equitable payment under all programs.

SECTION 201 - COST REIMBURSEMENT - GENERAL

201. COST REIMBURSEMENT - GENERAL:

(A) Payment is to be made on the basis of the projected current year reasonable allowable costs of the individual provider. This shall be achieved through a reimbursement program based on reasonable and allowable costs through a payment system as defined in Section 205. All expenses of a provider in the production of services shall be necessary and proper to be considered reasonable and allowable. The share of the total provider cost that is borne by Title XIX is related to the services furnished beneficiaries so that no part of their cost would need to be borne by other patients. Conversely, costs attributable to other patients of the provider are not to be borne by Title XIX. The application of this approach, with appropriate accounting support, shall result in meeting the actual reasonable allowable costs of services to beneficiaries in light of such costs of similar providers. However, payments to providers for services rendered program beneficiaries are subject to the provisions of Sections 219 and 220.

(B) As formulated herein, the principles give recognition to such factors as depreciation, interest, certain educational costs, and compensation of owners. With respect to allowable costs, some items of inclusion and exclusion are:

SECTION 201 - COST REIMBURSEMENT - GENERAL

- (1) Depreciation is an allowable cost. An historical cost basis shall be used. Only assets actually in use for production of services for program beneficiaries shall be recognized. A use allowance may be negotiated for fully depreciated assets. The funding of depreciation is encouraged to provide necessary replacement of assets.
- (2) Interest costs are allowable costs.
- (3) Bad debts', charity, and courtesy allowances are not allowable costs.
- (4) An-appropriate part of the net cost of staff training and continuing professional educational activities on other than a full time basis are allowable costs.
- (5) Costs incurred for research purposes are allowable costs.
- (6) Grants, gifts, and income from endowments shall not be deducted from allowable costs unless they are designated by the donor for the payment of specific costs.

SECTION 201 - COST REIMBURSEMENT - GENERAL

- (7) The value of services provided by non-paid workers, as members of an organization (including services of members of religious orders) having an agreement with the provider to furnish such services, is not an allowable cost.
- (8) Discounts and allowances received on the purchase of goods or services are reductions of the cost to which they relate.
- (9) The costs associated with political contributions are not allowable costs.
- (10) The costs associated with legal fees for unsuccessful lawsuits against the Cabinet are not allowable costs. Legal fees relating to lawsuits against the Cabinet shall only be included as allowable costs in the period in which the suit is settled after a final decision has been made that the lawsuit is successful, or when otherwise agreed to by the parties involved, or ordered by the court.
- (11) The cost associated with any necessary legal expense incurred in the normal administration of the program is an allowable cost; however, the cost of legal fees incurred for judgments granted as a result of unlawful pursuits or purposes is unallowable.

SECTION 201 - COST REIMBURSEMENT' - GENERAL

- (12) The costs for travel and associated expenses outside the Commonwealth of Kentucky for purposes of conventions, meetings, assemblies, conferences or any related activities are not allowable costs. However, costs (excluding transportation costs) for training or educational purposes outside the Commonwealth of Kentucky are allowable costs. Even though such meetings per se are not educational, costs (excluding transportation) are allowable if educational or training components are included.
- (13) Costs of patient transportation are allowable.
- (14) The costs of motor vehicles used by management personnel shall be allowed up to fifteen thousand dollars (\$15,000) total valuation per agency, adjusted annually for inflation. Cost exceeding this limit is not allowable, except when such cost is considered as compensation.

SECTION 202 - APPORTIONMENT OF ALLOWABLE COSTS

202. APPORTIONMENT OF ALLOWABLE COSTS:

- (A) Reimbursement under the program involves a determination of (1) each provider's allowable costs of providing services, and (2) the share of these costs which is to be borne by the funding program. The provider's allowable cost are to be determined in accordance with the principles described in Section 201 relating to reasonable allowable costs. The share to be borne by the program is to be determined in accordance with principles set forth in this section, relating to apportionment of costs.
- (B) The objective is to adopt methods that would, to the extent reasonably possible, result in a program's share of a provider's total allowable costs being the same as a program's share of the provider's total services.
- (C) A method of cost reimbursement used for the reimbursement of clinic services apportions a provider's total allowable costs in specified direct service departments or centers among groups served on the basis of the relative number of covered units of service in each of these departments or centers. This method results in an average departmental cost per unit of service. It is presumed that a program beneficiary in his use of services is typical of the patients receiving services of a

SECTION 202 - APPORTIONMENT OF ALLOWABLE COSTS

community mental health-mental retardation center and is, therefore, typical from the standpoint of average departmental cost.

- (D) The method of "cost-finding" recommended is such that the provider's costs are accumulated by functional service components, departments or cost centers (whether revenue producing or non-revenue producing), which provide a general classification of related services. All costs of general service departments that serve as support to direct service departments shall be allocated to those direct service departments based upon the cost allocation methodology contained in the annual cost report; or on a functional basis (some statistics reflective of actual usage); or based upon direct costing (direct identification of the cost center benefiting from a particular expenditure). A provider utilizing functional or direct costing shall do so on a consistent basis.

SECTION 203 - FINANCIAL DATA AND REPORTS

203. FINANCIAL DATA AND REPORTS:

- (A) General. The principles of cost reimbursement require that providers maintain sufficient financial records and statistical data for proper determination of costs payable under the programs. Essentially the methods of determining costs payable under the programs involve making use of data available from the provider's basic accounts to arrive at equitable and proper payment for services to beneficiaries.
- (B) Cost Reports. For cost reporting purposes, the Cabinet requires each provider of services to submit periodic reports of its operations which cover a consecutive twelve month period. Amended cost reports to revise cost report information which has been previously submitted by a provider may be permitted or required as determined by the Cabinet.
- (C) Due Dates for Cost Reports. Cost reports are due on or before the last day of the second month (60 days) following the close of the period covered by the report. There shall be no automatic extension of time for the filing of the cost report. However, providers may request a thirty (30) day extension of time when circumstances jeopardize timely filing. Such an extension shall be requested in writing five (5) days prior to the date the cost report is due. The request shall be addressed to the Director, Division of Reimbursement Operations, Department for Medicaid Services. Payments to the provider may be suspended until an acceptable cost report is filed with the Cabinet.

SECTION 203 - FINANCIAL DATA AND REPORTS

(D) Recordkeeping Requirements for New Providers. A newly participating provider of services shall, upon request, make available to the Department for examination its fiscal and other records for the purpose of determining such provider's ongoing recordkeeping capability and inform the Department of the date its initial cost reporting period shall end. This examination is intended to assure that (1) the provider has an adequate ongoing system for furnishing the records needed to provide accurate cost data and other information capable of verification by qualified auditors and adequate for cost reporting purposes, (2) the provider's financial statements are audited and reported upon by a certified public accountant, and (3) no financial arrangements exist that shall obstruct the intent of the Cabinet to reimburse providers in accordance with guidelines contained herein. The data and information to be examined include cost, revenue, statistical, and other information pertinent to reimbursement.

(E) Providers Without a Full Year's Experience. Providers that have recently opened for business, or who have just begun participation in one or more programs and do not have twelve months of actual experience, shall file a projected twelve month cost report. This report shall consider actual costs and units of service, in each specific service department that have occurred since the opening of the center and project costs and units of service for the twelve month period taking into consideration known factors. This projected cost

SECTION 203 - FINANCIAL DATA AND REPORTS

report shall be reviewed to determine the reasonableness of the estimate. Adjustments shall be made if necessary in light of the experience of similar providers.

- (F) Fiscal Year. All providers shall utilize a June 30 fiscal year end for cost reporting purposes.
- (G) Continuing Provider Recordkeeping Requirements. The provider shall furnish such information to the Cabinet as may be necessary to assure proper payment by the Cabinet including the extent to which there is any common ownership or control between providers or other organizations.
- (H) Time Record Requirements. Personnel costs identified with individual cost centers, whether considered direct or indirect costs, shall be based on payrolls documented and approved in accordance with sound management practices and standard cost accounting methods. Payrolls shall be supported by time and attendance (or equivalent)

SECTION 203 - FINANCIAL DATA AND REPORTS

records utilizing 100% time distribution for individual employees or other methods approved by the Cabinet.

- (I) Access to Provider Records. The provider shall permit the Cabinet to examine such records and documents as are necessary to ascertain information pertinent to the determination of the proper amount of program payments due. These records shall be kept by the provider for a period of not less than three years, or until audit resolution, and shall include, but not be limited to: (1) matters of provider ownership, organization, and operation; (2) minutes of meetings of Board of Directors and committees; (3) fiscal, patient treatment and other record keeping systems; (4) federal income tax returns; (5) matters relating to asset acquisition, lease, sale or other dispositions; (6) franchise or management arrangements including costs of parent or "home office" operations; (7) client service charge schedules; (8) all matters pertaining to cost of operation; (9) amounts of income received by source and purpose; and (10) the flow of funds and working capital.

- (J) Suspension of Program Payments to a Provider. When the Cabinet determines that a provider does not maintain or no longer maintains adequate records for the determination of reasonable cost under the program, either payments to such provider shall be suspended until the Cabinet is assured that adequate records are maintained, or the Cabinet may elect to set in motion the provisions as outlined in

SECTION 203 - FINANCIAL DATA AND REPORTS

KRS 210.440. Before suspending payments to a provider, the Cabinet shall send written notice to such provider of its intent to suspend payments. Moreover, any overpayment which may have occurred after the close of the provider's reporting period, but prior to the setting of a new rate as a result of the provider's failure to maintain adequate records, shall be recovered by the Cabinet. The notice shall explain the basis for the Cabinet's determination with respect to the provider's records and shall identify the provider's recordkeeping deficiencies. The provider shall be given the opportunity to submit a statement (including any pertinent evidence) as to why the suspension shall not be put into effect.

SECTION 204 - ADEQUATE COST DATA AND COST FINDING

204. ADEQUATE COST DATA AND COST FINDING:

(A) Principle. Providers receiving payment on the basis of reimbursable cost shall provide adequate cost data. This shall be based on their financial and statistical records which shall be capable of verification by qualified auditors. The cost data shall be based on an approved method of cost finding and, unless otherwise specified, on accounting methods which are in conformity with generally accepted accounting principles. However, where governmental institutions operate on a cash basis of accounting, cost data based on such basis of accounting shall be acceptable subject to appropriate treatment of capital expenditures.

(B) Definitions.

(1) Cost Finding. Cost finding is the process of recasting the data derived from the accounts ordinarily kept by a provider to ascertain costs of the various types of services rendered. Cost finding is the determination of these costs by the allocation of direct costs and proration of indirect costs.

SECTION 204 - ADEQUATE COST DATA AND COST FINDING

- (2) **Accrual Basis of Accounting.** Under the accrual basis of accounting, revenue is reported in the period when it is earned regardless of when it is collected, and expenses are reported in the period in which they are incurred regardless of when they are paid.
- (3) **Prior Approval.** Prior approval means that a provider shall secure approval, in writing, of a methodology change prior to implementation. Verbal approval is not acceptable and shall not be considered as prior approval.
- (C) **Adequacy and Consistency.** Adequate cost information shall be provided in sufficient detail in the provider's records to support payments made for services rendered to beneficiaries. In order to provide the required cost data and not impair comparability, financial and statistical records shall be maintained in a manner consistent from one period to another. However, a proper regard for consistency need not preclude a desirable change in accounting procedures when there is reason to effect such change.

SECTION 205 - PAYMENTS TO PROVIDERS: SPECIAL CIRCUMSTANCES

205. PAYMENTS TO PROVIDERS: SPECIAL CIRCUMSTANCES

- (A) Prospective Rate Determination for New Providers. When newly established providers do not have twelve months of actual cost experience on which to base the determination of a prospective rate, the provider shall file a projected twelve month cost report. This report shall be evaluated to determine the reasonableness of the projections and a rate determined relative to the experience of similar providers, maximum rates established by the Program, and other factors.
- (B) Rate Determination for a New Service. When a provider implements a new service and does not have twelve months of actual cost experience on which to determine a rate, the provider may file a budgeted report for that service, projecting costs and the number of units of services to be provided. The scope of the service and the projections shall be justified by appropriate narratives and worksheets, and prior approval shall be secured from the Cabinet before a new rate is set. A prospective rate shall be determined on the basis of the lower of the approved projections of the maximum rate established by the Program.

SECTION 205 - PAYMENTS TO PROVIDERS: SPECIAL CIRCUMSTANCES

If at the fiscal year end, the provider does not yet have twelve months of actual cost experience for that service, a budgeted report shall again be filed, using actual data when appropriate in arriving at a projection.

- (C) Rate Determination for a Change in Service. When a provider implements a change in a service which expands the scope of the service and results in a cost per unit of service increase of more than 20% of the present prospective payment rate, a budgeted report for that service may be filed if twelve months of actual cost experience is not available under the expansion. Projected reports are subject to the same prior approval requirements as outlined in (E) above. An increase in the cost per unit of service which is the result of a decrease from the previous year in the number of services provided, is not considered a change in the scope of services, and the prospective rate shall be determined according to (C) of this section.

- (D) Bankruptcy or Insolvency of Provider. If, on the basis of reliable evidence, the Cabinet has a valid basis for believing that, with respect to a provider, proceedings have been or shall shortly be instituted in a State or Federal court for purposes of determining whether such provider is insolvent or bankrupt under an appropriate State or Federal law, any payments to the provider shall be adjusted

SECTION 205 - PAYMENTS TO PROVIDERS: SPECIAL CIRCUMSTANCES

by the Cabinet, notwithstanding any other regulation or program instruction regarding the timing or manner of such adjustments, to a level necessary to insure that no overpayment to the provider is made.

SECTION 206 - DEPRECIATION: ALLOWANCE FOR DEPRECIATION BASED ON ASSET COSTS

206. DEPRECIATION: ALLOWANCE FOR DEPRECIATION BASED ON ASSET COSTS:

(A) Principle. An appropriate allowance for depreciation on buildings and equipment is an allowable cost within the limitations specified below. The depreciation shall be:

- (1) identifiable and recorded in the provider's accounting records;
- (2) based on the historical cost of the asset or, in the case of donated assets, the fair market value at the time of donation;
- (3) prorated over the estimated useful life of the asset using the straight-line method; and
- (4) any acquisition or improvement of a depreciable asset of at least \$500 or an aggregate of \$500 with at least a two year life shall be capitalized. Repairs and maintenance to an asset are allowable costs in the current accounting period, except that any repair and maintenance of an asset for \$2,500 or an aggregate of that amount during the reporting year shall be capitalized over the remaining useful life of the asset.

(B) Definitions.

- (1) Historical Costs. Historical cost is the cost incurred by the present owner in acquiring the asset. For depreciable assets

SECTION 206 - DEPRECIATION: ALLOWANCE FOR DEPRECIATION BASED ON ASSET COSTS

acquired after June 1, 1978, the historical cost used as the basis for depreciation shall not exceed the lower of current reproduction cost adjusted for straight-line depreciation over the life of the asset to the time of the purchase or fair market value at time of acquisition.

(2) Fair Market Value. Fair market value is the price that the asset would bring by bona fide bargaining between well-informed buyers and sellers at the date of acquisition. Usually the fair market price is the price at which bona fide sales have been consummated for assets of like type, quality, and quantity in a particular market at the time of acquisition.

(3) Current Reproduction Costs. Current reproduction costs is the cost at current prices, in a particular locality or market area, of reproducing an item of property or a group of assets. Where depreciable assets are concerned, this means the reasonable cost to build, reproduce in kind, or in the case of equipment or similar assets, to purchase in the competitive market.

(C) Recording of Depreciation. Appropriate recording of depreciation encompasses the identification of the depreciable assets in use, the asset's historical costs, the method of depreciation, estimated useful life, and the asset's accumulated depreciation. In selecting a proper useful life, the American Hospital Association useful life

SECTION 206 - DEPRECIATION: ALLOWANCE FOR DEPRECIATION BASED ON ASSET COSTS

guidelines may be used or the provider may assign reasonable lives on a straight line declining balance basis.

- (D) Depreciation Methods. Proration of the cost of an asset over its useful life is allowed on the straight-line method.
- (E) Funding of Depreciation. The funding of depreciation is encouraged to provide for necessary replacement of fixed assets.
- (F) Gains and Losses on Disposal of Assets. Gains and losses realized from the disposal of depreciable assets while a provider is participating with the Cabinet, or within one year of the time the provider terminates participation, are to be included in the determination of allowable cost. The extent to which such gains and losses are includable is calculated on the proration basis recognizing the amount of depreciation charged under Cabinet funding in relation to the amount of depreciation, if any, charged or assumed in a period prior to the provider's participation, and in the period after the provider's participation, when the sale takes place within one year after termination.

SECTION 206 - DEPRECIATION: ALLOWANCE FOR DEPRECIATION BASED ON ASSET COSTS

(G) **Basis of Assets Donated to a Provider.** When an asset is donated to a provider, the basis for depreciation of the asset shall be the fair market value of the donated asset at the time of the donation.

(H) **Basis of Assets Used Under the Program and Donated to a Provider.**

Where an asset that has been used or depreciated under the Program is donated to a provider, the basis of depreciation for the asset shall be the lesser of the fair market value or the net book value of the asset in the hands of the owner last participating in the Program. The net book value of the asset is defined as the depreciable basis used under the Program by the asset's last participating owner less the depreciation recognized under the Program.

(I) **Amortization of Start-Up Costs.** For new service providers or newly established satellite centers of participating providers, proration of start-up costs shall be over sixty (60) months utilizing the straight-line method.

(J) **Depreciation of Fully Depreciated or Partially Depreciated Assets.**

(1) **Principle.** Depreciation on assets being used by a provider at the time it enters into participation with the Cabinet is allowed;

SECTION 206 - DEPRECIATION: ALLOWANCE FOR DEPRECIATION BASED ON ASSET COSTS

this applies even though such assets may be fully or partially depreciated on the provider's books.

- (2) Application. Depreciation is allowable on assets being used at the time the provider enters into participation with CHR. This applies even though such assets may be fully depreciated on the provider's books or fully depreciated with respect to other third party payors. As long as an asset is being used, its useful life is considered not to have ended, and consequently the asset is subject to depreciation based on a revised estimate of the asset's useful life as determined by the provider and approved by the Cabinet. Correction of prior year's depreciation to reflect revision of estimated useful life should be made in the first year of participation. When an asset has become fully depreciated under CHR funding, further depreciation would not be appropriate or allowable, even though the asset may continue in use. For example, if a 50 year old building is in use at the time the provider enters into participation, depreciation is allowable on the building even though it has been fully depreciated on the provider's books. Assuming that a reasonable estimate of the asset's continued life is 20 years (70 years from the date of acquisition), the provider may claim depreciation over the next 20 years - if the asset is in use that long - or a total depreciation of as much as twenty-seventieths of the asset's historical cost. If the asset is disposed of before the expiration of its estimated

SECTION 206 - DEPRECIATION: ALLOWANCE FOR DEPRECIATION BASED ON ASSET COSTS

source's regulations. Moreover, recognition of this cost is necessary to maintain productive capacity for the future. An incentive for funding of depreciation is provided in these principles by the provision that investment income on funded depreciation is not treated as a reduction of allowable interest expense under Section 207(8)(2)(c).

SECTION 207 - INTEREST EXPENSE

207. INTEREST EXPENSE:

(A) Principle. Necessary and proper interest as defined on both current and capital indebtedness is an allowable cost.

(B) Definitions.

(1) Interest. Interest is the cost incurred for the use of borrowed funds. Interest on current indebtedness is the cost incurred for funds borrowed for a relatively short term. This is usually for such purposes as working capital for normal operating expenses. Interest on capital indebtedness is the cost incurred for funds borrowed for capital purposes, such as acquisition of facilities and equipment, and capital improvements. Generally, loans for capital purposes are long-term loans.

(2) Necessary. Necessary requires that the interest:

(a) Be incurred on a loan made to satisfy a financial need of the provider. Loans which result in excess funds or investments would not be considered necessary.

(b) Be incurred on a loan made for the following purposes:

(i.) Represent interest on long-term debt existing at the time the provider enters into participation with the

SECTION 207 - INTEREST EXPENSE

Cabinet plus interest on new long-term debt, the proceeds of which are used to purchase fixed assets relating to the provision of the appropriate level of care. If the debt is subject to variable interest rates found in "balloon" type financing, renegotiated interest rates subject to tests of reasonableness shall be allowable. The form of indebtedness may include mortgages, bonds, notes, and debentures when the principal is to be repaid over a period in excess of one year.

(ii.) Other interest for working capital and operating needs that directly relate to providing patient care is an allowable cost with the following exception. Short-term interest expense on a principal amount in excess of payments made under the rate equivalent to two months experience based on actual Cabinet funding receivables, shall be disallowed in determining cost. The form of such indebtedness may include, but is not limited to, notes, advances and various types of receivable financing.

(c) Be reduced by investment income except where such income is from gifts and grants, whether restricted or unrestricted, and which are held separate and not commingled with other funds, or have been uncommingled, if necessary. This

SECTION 207 - INTEREST EXPENSE

does not mean that the funds shall be kept in separate bank accounts, although this may be found to be the easiest method. When investment income is derived from combined or pooled funds, only that portion of investment income resulting from the facility's assets after uncommingling shall be considered in the reduction of interest cost. Income from funded depreciation, a provider's qualified pension fund, or a formal deferred compensation plan is not used to reduce interest expense.

For purposes of this section, monies received from federal or state funding sources shall not be considered gifts or grants. Funds shall be considered sufficiently uncommingled when the following criteria are met:

The source of the gifts and grants shall be identified and documented.

The receipt and disbursement of these funds shall be recorded in separate general ledger accounts (distinguishable by sources of funds).

The balance of these funds in the general ledger accounts shall (at all times) be reconcilable with the investment account balances.

SECTION 207 - INTEREST EXPENSE

(3) Proper. Proper requires that interest:

- (a) Be incurred at a rate not in excess of what a prudent borrower would have had to pay in the money market existing at the time the loan was made.
- (b) Be paid to a lender not related through control or ownership, or personal relationship to the borrowing organization. However, interest is allowable if paid on loans from the facility's donor-restricted funds, the funded depreciation accounts, or facility's qualified pension fund.

(C) Borrower-Lender Relationship.

- (1) To be allowable, interest expense shall be incurred on indebtedness established with lenders or lending organizations not related through control, ownership, or personal relationship to the borrower. Presence of any of these factors could affect the "bargaining" process that usually accompanies the making of a loan, and could thus be suggestive of an agreement on higher rates of interest or of unnecessary loans. Loans should be made under terms and conditions that a prudent borrower would make in arms-length transactions with lending institutions. The intent of this provision is to assure that loans are legitimate and needed,

SECTION 207 - INTEREST EXPENSE

and that the interest rate is reasonable. Thus, interest paid by the facility to partners, stockholders, or related organizations of the facility shall not be allowable. Where the owner uses his own funds in a business, it is reasonable to treat the funds as invested funds or capital, rather than borrowed funds. Therefore, where interest on loans by partners, stockholders, or related organizations is disallowed as a cost solely because of the relationship factor, the principal of such loans shall be treated as invested funds.

- (2) Exceptions to the general rule regarding interest on loans from controlled sources of funds are made in the following circumstances.

Where the general fund of a provider "borrows" from a donor-restricted fund and pays interest to the restricted fund, this interest expense is an allowable cost. The same treatment is accorded interest paid by the general fund on money "borrowed" from the funded depreciation account of the provider or from the provider's qualified pension fund.

- (3) Where funded depreciation is used for purposes other than improvements, replacement, or expansion of facilities or equipment related to patient care, allowable interest expense is reduced to adjust for offsets not made in prior years for earnings on funded

SECTION 207 - INTEREST EXPENSE

depreciation. A similar treatment shall be accorded deposits in the provider's qualified pension fund where such deposits are used for other than the purpose of which the fund was established.

- (D) Loans Not Reasonably Related to Patient Care. Loans made to finance that portion of the cost of acquisition of a facility that exceed historical cost as determined under Section 206(B) or the cost basis as determined under Section 206(G) are not considered to be for a purpose reasonably related to patient care.

SECTION 208 - BAD DEBTS, CHARITY AND COURTESY ALLOWANCES

208. BAD DEBTS, CHARITY AND COURTESY ALLOWANCES:

(A) Principle. Bad debts, charity, and courtesy allowances are deductions from revenue and are not to be included in allowable cost.

(B) Definitions.

(1) Bad Debts. Bad debts are amounts considered to be uncollectible from accounts and notes receivable which were created or acquired in providing services.

(2) Charity Allowances. Charity allowances are reductions in charges made by the provider of services because of the indigence or medical indigence of the patient.

(3) Courtesy Allowances. Courtesy allowances are reductions in charges to physicians, clergy, members of religious orders and others for services received from the provider as approved by the policies of the governing body of the provider. Employee fringe benefits, such as hospitalization and personnel health programs, are not considered to be courtesy allowances.

SECTION 209 - COST OF EMPLOYEES' EDUCATIONAL PROGRAM

209. COST OF EMPLOYEES' EDUCATIONAL PROGRAMS:

(A) Principle. An appropriate part of the net cost of bona fide employee's participation in approved professional educational and training programs is an allowable cost. Such professional education or training shall be on less than a full time basis. Restricted training grants received by the center shall be used to offset costs of employee education.

(B) Definitions.

(1) Approved Professional Education Programs. Approved professional educational programs means formally organized or planned programs of study for professionals. These are programs which customarily would be part of a bona fide full-time employee's professional education leading to a diploma or degree in an accredited institution in order to enhance the quality of patient services in a center. These programs shall be licensed where required by law. When licensing is not required, the program shall be approved or accredited by the recognized national professional organization for the discipline.

(2) Training Programs. Training programs mean programs of continuing professional education. These are programs which customarily would be a part of a bona fide full-time employee's continuing professional education in order to maintain a level of proficiency necessary to maintain the quality of patient services in a center. Examples of these programs would be:

SECTION 209 - COST OF EMPLOYEES' EDUCATIONAL PROGRAM

- (a) periodic staff seminars conducted within the center for the benefit of the center's staff; and
 - (b) professional seminars conducted somewhere other than within the center which the staff of the center may periodically attend.
- (3) Orientation and On-The-Job Training. Orientation and on-the-job training means routine information training of new bona fide employees which is an integral part of their introduction to the responsibilities of their new positions.
- (4) Net Cost. The net cost means the reasonable allowable cost of approved professional educational and training programs (i.e., tuition, fees, and other costs) less any reimbursements from grants, tuition, donations, etc., received for educational purposes. Costs of stipends, salaries, and dependent allowances are not allowable cost.
- (5) Appropriate Part. Appropriate part means the net cost of these programs apportioned in accordance with the methods set forth in these principles. With respect to approved professional educational programs, costs which exceed the reasonable costs of tuition and fees of equivalent professional educational programs at similar institutions throughout the United States shall not be allowable.

SECTION 209 - COST OF EMPLOYEES' EDUCATIONAL PROGRAM

(6) Approving Bodies. Approving bodies are those organizations and associations which recognize the professional stature of educational programs at the national level.

(7) Bona Fide Employee. A bona fide employee means an employee who presently is employed by the provider on a full-time, part-time, or temporary basis, and who has agreed to (and who ultimately does) remain in the full-time employ (minimum 35 hours per week) of the provider for a period of time at least equivalent to the length of the program following the completion of the approved professional educational programs.

(C) Program Participation. Some providers customarily engage in or participate in educational activities including training programs and the employees of a provider may participate in these programs or in other programs. These programs contribute to the quality of patient services within the center to the extent that they maintain or increase the skills and knowledge of the bona fide employees participating in these programs. The intent of the program is to share in the support of the net cost of these educational activities and programs to the extent that they relate to the bona fide employees of the center and the program beneficiaries served by those employees. It is not intended that the program shall participate in increased costs resulting from redistribution of costs from educational institutions or units to patient service centers or units.

SECTION 210 - RESEARCH COSTS

210. RESEARCH COSTS:

- (A) Principle. Costs incurred for research purposes, over and above usual patient care, are not includable as allowable costs.
- (B) Exception. Where research is conducted in conjunction with and as a part of patient services, the costs of usual patient services are allowable to the extent that such costs are not met by funds provided for the research. Under this principle, however, studies, analyses, surveys, and related activities to serve the provider's administrative and program needs are included as allowable costs.

SECTION 211 - GRANTS, GIFTS, AND INCOME FROM ENDOWMENTS

211. GRANTS, GIFTS, AND INCOME FROM ENDOWMENTS:

(A) Principle. Unrestricted grants, gifts, and income from endowments

shall not be deducted from operating costs in computing reimbursable cost. Grants, gifts, or endowment income designated by a donor for paying specific operating costs shall be deducted from the particular operating cost or group of costs. Unearned income shall not be deducted in the year that it is received and not earned, but shall be deducted in the year that it is earned.

(B) Definitions.

(1) Unrestricted Grants, Gifts, Income from Endowments. Unrestricted grants, gifts, and income from endowments are funds, cash or otherwise, given to a provider without restriction by the donor as to their use.

(2) Designated or Restricted Grants, Gifts and Income From Endowments. Designated or restricted grants, gifts and income from endowments are funds, cash or otherwise, which shall be used only for the specific purpose designated by the donor. This does not refer to unrestricted grants, gifts, or income from endowments which have been restricted for a specific purpose by the provider.

(C) Application.

(1) Unrestricted funds, cash or otherwise, are generally the property of the provider to be used in any manner its

SECTION 211 - GRANTS, GIFTS, AND INCOME FROM ENDOWMENTS

management deems appropriate and should not be deducted from operating costs as it would be inequitable to require providers to use unrestricted funds to reduce payments for care. The use of these funds is generally a means of recovering costs which are not otherwise recoverable.

- (2) Donor-restricted funds which are designated for paying certain operating expenses shall apply and serve to reduce these costs or groups of costs and benefit all patients who use the services covered by the donation. If such costs are not reduced, the provider would secure reimbursement for the same expense twice; it would be reimbursed through the donor-restricted contributions as well as from patients, other third-party payors and the program.
- (3) Public Health Service Grants, DDSA, Chapter I, and any applicable match requirement received by a community mental health-mental retardation center shall be treated as restricted funds and shall be deducted from operating costs in determining a center's allowable cost.
- (4) Unrestricted State General Funds in the form of allotments or grants received from the Cabinet for Human Resources shall not be deducted from operating costs in determining reimbursable cost.

SECTION 212 - PURCHASE DISCOUNTS AND ALLOWANCES, AND REFUNDS OF EXPENSE

212. PURCHASE DISCOUNTS AND ALLOWANCES, AND REFUNDS OF EXPENSE:

(A) Principle. Discounts and allowances received on purchases of goods or services are reductions of the costs to which they relate. Similarly, refunds of previous expense payments are reductions of the related expense.

(B) Definitions.

(1) Discounts. Discounts, in general, are reductions granted for the settlement of debts.

(2) Allowances. Allowances are deductions granted for damage, delay, shortage, imperfection, or other causes, excluding discounts and returns.

(3) Refunds. Refunds are amounts paid back or credits allowed because of over collections.

SECTION 213 - COST TO RELATED ORGANIZATIONS

213. COST TO RELATED ORGANIZATIONS:

(A) Principle. Costs applicable to services, facilities, and supplies furnished to the provider by organizations related to the provider by common ownership or control are includable in the allowable cost of the provider at the cost to the related organization. However, such cost shall not exceed the price of comparable services, facilities, or supplies that could be purchased elsewhere by a prudent and cost-conscious buyer.

(B) Definitions.

- (1) Related to Provider. Related to the provider means that the provider to a significant extent is associated or affiliated with, has control of, or is controlled by the organization furnishing the services, facilities, or supplies.
- (2) Common Ownership. A relationship shall be considered to exist when an individual or individuals possess five (5) percent or more of the ownership or equity in the facility and the institution or organization serving the provider.
- (3) Control. Control exists when an individual or an organization has the power, directly or indirectly, to significantly influence or direct the actions or policies of an organization or institution.

SECTION 213 - COST TO RELATED ORGANIZATIONS

- (C) Exception. An exception is provided to this general principle if the provider demonstrates by convincing evidence to the satisfaction of the Cabinet: that the supplying organization is a bona fide separate organization; that fifty-one (51) percent or more of the supplier's business activity of the type carried on with the provider is transacted with persons and organizations other than the provider and its related organizations; that there is an open, competitive market for the type of services, facilities, or supplies furnished by the supplier; that the services, facilities, or supplies are those which commonly are obtained by organizations such as the provider from other organizations and are not a basic element of patient care ordinarily furnished directly to patients by such providers; and that the charge to the provider is in line with the charge for such services, facilities, or supplies in the open market and not more than the charge made under comparable circumstances to others by the organization for such services, facilities, or supplies. In such cases, the charge by the supplier to the provider for such services, facilities, or supplies shall be allowable as cost.

SECTION 214 - REASONABLE COST OF PURCHASED SERVICES

214. REASONABLE COST OF PURCHASED SERVICES:

(A) Principle. The reasonable cost of purchased-administrative services furnished under arrangements is an allowable cost, provided the services performed are necessary.

(B) Definitions.

(1) Reasonableness. Reasonableness requires that the cost of the services:

(a) be an amount that would ordinarily be paid for comparable services by comparable providers; and

(b) be pertinent to the operation and sound conduct of the center.

(2) Necessary. Necessary requires that the function be pertinent to the operation and sound conduct of the center.

(C) Application. (1) The Cabinet may establish criteria for use in determining the reasonable allowable cost of purchased services furnished by individuals under arrangements with a provider. It is recognized that providers have a wide variety of arrangements with such individuals. The provision does not require change in the substance of these arrangements.

SECTION 214 - REASONABLE COST OF PURCHASED SERVICES

- (2) When services are performed under arrangements on a full-time or regular part-time basis, the reasonable cost of such services may not exceed the amount that would ordinarily be paid for comparable services by comparable providers to full-time or regular part-time employees plus a travel allowance.
- (3) When services are performed under arrangements on a limited part-time or intermittent basis (less than fifteen (15) hours per week), the reasonable allowable cost of such services shall be the usual and customary charge for the service prevailing in the area plus a travel allowance.
- (4) Costs shall be evaluated so that such costs do not exceed what prudent and cost-conscious management would pay for the given service.

ADJUSTMENT AND RECLASSIFICATION OF EXPENSES

DIRECT SERVICE:

TRANSMITTAL #33

**MENTAL HEALTH / MENTAL RETARDATION
COMMUNITY MENTAL HEALTH PROGRAM
SCHEDULE I-I**

ADJUSTMENTS TO EXPENSE

VENDOR NAME: _____

VENDOR NUMBER: _____

PERIOD ENDING: _____

1	2	3	4
DESCRIPTION	A/B	INC / <DEC>	SCH. I LINE #
1. TRADE, QUANTITY, TIME AND OTHER DISCOUNTS ON PURCHASES			
2. REBATES AND REFUNDS OF EXPENSES			
3. ADJUSTMENTS RESULTING FROM TRANSACTIONS WITH RELATED ORGANIZATIONS (Reduced to cost)			
4. SALE OF MEDICAL RECORDS AND ABSTRACTS			
5. INCOME FROM IMPOSITION OF INTEREST, FINANCE OR PENALTY CHARGES.			
6. SALE OF MEDICAL AND SURGICAL SUPPLIES TO OTHER THAN PATIENTS			
7. SALE OF DRUGS TO OTHER THAN PATIENTS			
8. OFFSET OF INVESTMENT INCOME			
9. LOBBYING EXPENSE			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
TOTAL (TRANSFER TO SCHEDULE I, COLUMN 4)			

COLUMN 2, (A) COST (B) REVENUE

RECLASSIFICATION TO EXPENSE

PERIOD ENDING: _____

[illegible]

**MENTAL HEALTH / MENTAL RETARDATION
COMMUNITY MENTAL HEALTH PROGRAM
SCHEDULE J**

COST ALLOCATION STATISTICS

VENDOR NAME: _____ VENDOR NUMBER: _____ PERIOD ENDING: _____

	SQUARE FOOTAGE	SALARIES	MILEAGE	ACCUMULATED COST	ACCUMULATED COST
	1	2	3	4	5
DIRECT SERVICE:					
1. _____					
2. _____					
3. _____					
4. _____					
5. _____					
6. _____					
7. _____					
8. _____					
9. _____					
10. _____					
11. _____					
12. _____					
13. _____					
14. _____					
15. _____					
16. _____					
17. _____					
18. _____					
19. _____					
20. _____					
21. _____					
22. _____					
23. _____					
24. _____					
25. _____					
26. _____					
Non-Reimbursable Cost Centers:					
27. _____					
28. _____					
29. _____					
30. _____					
31. _____					
32. _____					
33. _____					
34. _____					
35. _____					
36. _____					
37. _____					
38. _____					
39. _____					
40. _____					
41. TOTAL					
42. TOTAL TO ALLOCATE					
43. UNIT COST MULTIPLIER					

**MENTAL HEALTH I MEN RETARDATION
COMMUNITY MENTAL HEALTH PROGRAM
SCHEDULE J-1
COST ALLOCATION**

VENDOR NAME: _____ VENDOR NUMBER: _____ PERIOD ENDING: _____

DIRECT EXPENSE 1	PLANT EXPENSE 2	EMPLOYEE BENEFITS 3	PATIENT TRANS. 4	SUB TOTAL 5	MEDICAL RECORDS 6	OTHER GEN. SERVICE COSTS 7	GRANTS OFFSET 8	TOTAL ALLOWABLE COSTS 9
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17.								
18.								
19.								
20.								

DIRECT SERVICE:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

continued on next page

TRANSMITTAL #33
04/01/92

**MENTAL HEALTH / MENT RETARDATION
COMMUNITY MENTAL HEALTH PROGRAM
SCHEDULE J-1 (continued)
COST ALLOCATION**

VENDOR NAME: _____ VENDOR NUMBER: _____ PERIOD ENDING: _____

	DIRECT EXPENSE	PLANT EXPENSE	EMPLOYEE BENEFITS	PATIENT TRANS.	SUB TOTAL	MEDICAL RECORDS	OTHER GEN. SERVICE COSTS	GRANTS OFFSET	TOTAL ALLOWABLE COSTS
21.	1	2	3	4	5	6	7	8	9
22.									
23.									
24.									
25.									
26.									
Non-Reimbursable Cost Centers:									
27.									
28.									
29.									
30.									
31.									
32.									
33.									
34.									
35.									
36.									
37.									
38.									
39.									
40.									
41. TOTAL									

TRANSMITTAL
#33
04/01/92

**CABINET FOR HUMAN RESOURCES
COMMUNITY MENTAL HEALTH-MENTAL RETARDATION
REIMBURSEMENT MANUAL**

PART IV

ANNUAL COST REPORT INSTRUCTIONS

**Cabinet for Human Resources
275 East Main Street
Frankfort, Kentucky 40621**

TABLE OF CONTENTS

Schedule	Description	Page #
	Table of Contents	
	Introduction	i.01
A	Statistical and Other Data	A.01
B	Operating Expenses	B . O 1
B-1	Adjustments to Expense	8.02
B-2	Reclassifications To Expense	B.05
c, C-1	Cost Allocation Statistics and Cost Allocations	C.01
C-1	Cost Allocation	C.03
D	CMH/MR	0.01
H	CMH/MR - Statistical and Other Data	H.01
I	MH/MR - Operating Expenses	I.01
I-1	MH/MR - Adjustments to Expense	1.03
I-2	MH/MR - Reclassifications to Expense	1.06
J, J-1	MH/MR - Cost Allocation Statistics and Cost Allocations	J.01
J-1	MH/MR Cost Allocations	5.03

INTRODUCTION

INTRODUCTION

These instructions are intended to guide vendors in preparing the annual cost report. These forms shall be used by all participating community mental health/mental retardation agencies for cost reporting periods beginning on or after July 1, 1991. Some schedules are not required for all vendors and these need not be completed. However, the entire cost report shall be submitted to the Department. Schedules which do not apply shall be marked accordingly, and a brief explanation as to why these are not needed shall be annotated on the appropriate schedules.

In completing the schedules the period beginning and period ending, the vendor name, identification number and address shall be indicated on the cover page. In addition, the vendor name, the vendor identification number and the period ending shall be indicated on each page. Facilities shall submit a cost report prepared on the accrual basis of accounting and otherwise consistent with generally accepted accounting principles.

Also, in completing the schedules, reductions to expenses shall always be shown in brackets.

SCHEDULE A - COMMUNITY MENTAL HEALTH/MENTAL RETARDATION SERVICES
STATISTICAL AND OTHER DATA

SCHEDULE A - COMMUNITY MENTAL HEALTH/MENTAL RETARDATION SERVICES
STATISTICAL AND OTHER DATA

A. General --

Item 1 - CMH/MR Agency Information -- Enter the requested information in the space provided. Include the name of the agency and the vendor number. Enter the beginning and ending dates of the period covered by this cost report.

B. Statistics --

Columns 1, 2 and 3. Enter in Column 1, the number of Medicaid visits/units for each service on lines 10 through 21. Enter in Column 2, the number of the total agency visits/units for each service on lines 10 through 21. Enter in Column 3, the total costs for each service on lines 10 through 21. The total cost amounts for each service are obtained from Schedule C-1, Column 9 lines 10 through 21.

SCHEDULE B - OPERATING EXPENSES

SCHEDULE B - OPERATING EXPENSES

On Schedule B, the provider will provide the Program with a breakdown of all Salary and Other (non-salary) Expenses in Columns 1 and 2. Salary and Other Expenses are totaled in Column 3. Adjustments may be necessary for submitted cost to comply with general policy and principles. Column 4 is used to summarize these adjustments by cost center, with the supporting detail listed on Schedule B-1, Reclassifications of expenses summarized by cost center are listed in Column 5, having been brought forward from Schedule B-2 where they are listed in detail.

A. GENERAL SERVICES

Overhead expenses are listed under the General Services grouping of cost centers include Plant Expense (such as: depreciation, interest, repair and maintenance, plant insurance, housekeeping, property taxes and utilities other than telephone), Employee Benefits (such as: life insurance, health insurance, employer's share of payroll taxes, unemployment insurance, tuition assistance and workers compensation insurance), Administrative and General (such as: telephone, administrative salaries, office supplies, postage, advertising, general liability insurance, fidelity bond insurance, licenses, accounting fees, attorney fees and director's fees), Non-client transportation (such as: vehicle rental, interest relating to vehicles), and Medical Records (such as: medical records salaries and other expenses which pertain directly to medical records).

SCHEDULE B - OPERATING EXPENSES

B. DIRECT SERVICE

The direct costs of providing each of the direct services including non-reimbursable are to be listed on Lines 10 through 29. Overhead Service costs which have been directly assigned or functionally allocated during the normal accounting cycle will appear in Columns 1 and 2 along with the direct cost of providing the service. General Service expenses which are functionally allocated only for purposes of preparing the cost report will be reclassified to the appropriate Direct Service cost center on Schedule B-2 and summarized as a part of the reclassification in Column 5 of Schedule B. Overhead costs which have not been directly or functionally allocated will remain in the General Services cost centers on Schedule B and will be allocated to the various Direct Service cost centers and Non-reimbursable cost centers on Schedule C-1.

SCHEDULE B-1 - ADJUSTMENTS TO EXPENSE

SCHEDULE B-1

The schedule provides the detail to the adjustment summaries listed on Schedule B, Column 4. These adjustments are to be made on the basis of allowable "cost" or "amount received" which represents a recovery of expense. The provider will identify the basis for the adjustment by entering in Column 2 "A" for cost or "B" for amount received. Line descriptions on Lines 1 through 9 indicate the more common activities which affect allowable cost, or result in costs incurred for reasons other than patient care and, thus, require adjustments.

Where an adjustment to an expense affects more than one (1) cost center, the adjustments to expense shall reflect the adjustment to each cost center on a separate line Schedule B-1.

Types of items to be entered on Schedule B-1 are:

(1) those needed to adjust expenses to reflect actual expenses incurred; (2) those items which constitute recovery of expenses through sales, charges to non patients, refunds of expense, restricted general service grants, gifts, etc.; (3) those items needed to adjust expenses in accordance with Medicaid principles of reimbursement; and (4) those items which are provided for separately in the cost apportionment process.

SCHEDULE B-1 - ADJUSTMENTS TO EXPENSE

Column 1: Description of Adjustment

Line 1 - Trade, Quantity, Time and Other Discounts on Purchases.

Line 2 - Rebates and Refunds of Expenses.

Line 3 - Adjustments Resulting from Transactions with Related Organizations -
Transaction with related parties shall be reduced to the cost of the
related party.

Line 4 - Sale of Medical Records and Abstracts - Enter the amount received from
the sale of medical records and abstracts and offset amount against the
applicable cost center.

Line 5 - Income from the Imposition of Interest, Finance or Penalty Charges -
Enter on this line the amount received from the imposition of interest,
finance or penalty charges on overdue receivables. This income shall
be used to offset the applicable cost centers.

Line 6 - Sale of Medical and Surgical Supplies to Other than Patients.

Line 7 - Sale of Drugs to Other than Patients.

SCHEDULE B-1 - ADJUSTMENTS TO EXPENSE

Line 8 - Offset of Investment Income against Interest Expense.

Line 9 - Lobbying Expense.

Lines 10-28 - Enter on these line any additional adjustments to submitted cost to
comply with Medicaid principles of reimbursement.

Column 2: On each line enter an "A" if the amount in Column 3 is actual cost or a
"B" if the amount in Column 3 is based on revenue received for the item in Column 1.

Column 3: On each line indicate the amount to be adjusted.

Column 4: Indicate the line number on Schedule B that is to be adjusted.

These adjustments will be summarized on Schedule B, Column 4.

SCHEDULE B-Z - RECLASSIFICATIONS TO EXPENSE

SCHEDULE B-Z - RECLASSIFICATIONS TO EXPENSE

This schedule provides for the reclassification of cost to effect proper cost allocation under cost finding. The following are some examples of costs which shall be reclassified.

- A. Licenses and Taxes (other than income taxes) - This expense consists of the business license expense and tax expense incidental to the operation of the agency. These expenses shall be included in the Administrative and General (A & G) cost centers, Schedule B, Line 3.
- B. Interest - Short-term interest expense relates to borrowings for agency operations. The full amount of this cost shall be reclassified to A & G, Schedule B, Line 3.
- C. Insurance - Insurance not directly related to plant expense shall be reclassified to A & G, Schedule B, line 3. Other insurance expense may be reclassified directly (e.g., malpractice insurance) to the applicable cost centers only when the insurance policy specifically and separately identifies the premium for each cost center involved.

SCHEDULE B-Z - RECLASSIFICATIONS TO EXPENSE

D. Leases - This expense consists of all rental costs of buildings and equipment incidental to the operation of the facility. Any lease which cannot be identified to a specific cost center and is incidental to the general overall operation of the agency shall be included in the A & G cost center, Schedule B, Line 3.

E. Functional Allocation - A provider may functionally allocate overhead cost to each cost center on a functional basis, provided that the functional allocation bears a direct relationship to the cost centers involved. All overhead costs that cannot be directly assigned or functionally allocated will be allocated via Schedules C and C-1.

SCHEDULE C, C-1 - COST ALLOCATION STATISTICS AND COST ALLOCATION

SCHEDULES C AND C-1 - COST ALLOCATION STATISTICS AND COST ALLOCATIONS

Schedules C and C-1 provide for simplified cost finding. All general service costs (overhead cost) that cannot be directly assigned or functionally allocated shall be allocated to the direct service and non-reimbursable cost centers using the simplified cost finding methodology on Schedules C and C-1.

Schedule C: This schedule is used to provide the statistics necessary for the allocation of general service costs among the service areas on Schedule C-1.

Column 1: Enter in Column 1, the total square feet of the building and fixtures applicable to the cost center to which plant expense shall be allocated on Lines 10 through 29.

Line 30 is the total of Lines 10 through 29.

Line 31 will contain the total from Line 1, Column 6 from Schedule B.

Line 32; the Unit Cost Multiplier amounts on Line 32 are obtained by dividing the amounts on Line 31 by the amounts on Line 30.

SCHEDULE C, C-1 - COST ALLOCATION STATISTICS AND COST ALLOCATION

Column 2: Enter in Column 2, the gross salaries for each cost center on Lines 10 through 29.

Line 30 is the total of Lines 10 through 29.

Line 31 will contain the total from Line 2, Column 6 from Schedule B.

Line 32; the Unit Cost Multiplier amounts on Line 32 are obtained by dividing the amounts on Line 31 by the amounts on Line 30.

Column 3: Enter in column 3, the mileage for each cost center on Lines 10 through 29.

Line 30 is the total of Lines 10 through 29.

Line 31 will contain the total from Line 4, Column 6 from Schedule B.

Line 32; the Unit Cost Multiplier amounts on Line 32 are obtained by dividing the amounts on Line 31 by the amounts on Line 30.

Columns 4 and 5: The statistics for Columns 4 and 5 are obtained from Column 5 of Schedule C-1. The statistics in column 4 of Schedule C will not be filled in for any cost center that should not receive an allocation of Medical Records cost.

Line 30, Columns 4 and 5 is the total of Lines 10 through 29.

Line 31, Column 4 will contain the total from Line 6, Column 6 from Schedule B.

Line 31, Column 5 will contain the total from Column 6, of all remaining cost centers on Schedule B.

Line 32 Columns 4 and 5; the Unit Cost Multiplier amounts on Line 32 are obtained by dividing the amounts on Line 31 by the amounts on Line 30.

SCHEDULE C, C-1 - COST ALLOCATION STATISTICS AND COST ALLOCATION

SCHEDULE C-1: COST ALLOCATION

Column 1: Enter the direct costs associated with the services listed on lines 10 through 29, Column 6, Schedule B.

Columns 2, 3, and 4: Multiply the Unit Cost Multiplier on Schedule C by the detail on Schedule C. The products shall be entered on the corresponding Lines on C-1, Column 2, 3, and 4.

Column 5: The sum of Columns 1, 2, 3, and 4.

Column 6: Multiply the Unit Cost Multiplier on Schedule C, Column 4, by the detail on Schedule C, Column 4.

Column 7: Multiply the Unit Cost Multiplier on Schedule C, Column 5, by the detail on Schedule C, Column 5.

Column 8: Restricted Program Grant Offset.

Column 9: The sum of Columns 5, 6, 7, and 8.

Total costs in Column 9 are carried forward to Column 3 of Schedule A.

SCHEDULE D - STATEMENT OF COSTS OF SERVICES FROM RELATED ORGANIZATION

SCHEDULE D - STATEMENT OF COSTS OF SERVICES FROM RELATED ORGANIZATIONS

- A. Section A is provided to show whether any of the cost to be reimbursed by the Medicaid Program includes any transaction for services, facilities, and supplies furnished to the vendor by organizations related to the vendor by common ownership or control. Section A shall be completed by all vendors.
- B. Section B is provided to show the total compensation paid for the period for corporate officers of the CMH/MR Agency. Compensation is defined as the total benefit received (or receivable) for the services he rendered to the institution. It includes salary amount paid for managerial, administrative, professional and other services; amounts paid by the agency for the personal benefit of corporate officers; and the cost of the assets and services which corporate officers receive from the agency and deferred compensation. List each administrator or assistant administrator who has been employed during the fiscal period. List the name, title, percent of customary work week devoted to business, percent of the fiscal period employed, and total compensation for the period.

SCHEDULE D - STATEMENT OF COSTS OF SERVICES FROM RELATED ORGANIZATION

C. Section C - Certification by Officer or Director of the Agency. This form shall be read and signed by an officer or director of the CMH/MR. Sections 1877 (a) (1) of the Social Security Act state that, "Whoever knowingly and willfully makes or causes to be made any false statement or misrepresentation, concealment, failure or conversion by any person in connection with the furnishing (by that person) of items or services for which payment is or may be made under this title, be guilty of a felony and upon conviction thereof fined not more than \$25,000 or imprisoned for not more than 5 years, or both, or (ii) in the case of such statement, representation, concealment, failure or conviction by any other person, be guilty of a misdemeanor and upon conviction thereof fined not more than \$10,000 or imprisoned for not more than 1 year or both."

SCHEDULE H - COMMUNITY MENTAL HEALTH/MENTAL RETARDATION SERVICES
STATISTICAL AND OTHER DATA

SCHEDULES H THROUGH J-1 PROVIDE A BREAKDOWN BY SERVICE OF THE MENTAL HEALTH/MENTAL
RETARDATION COST SUBMITTED ON SCHEDULES B THROUGH D.

SCHEDULE H - COMMUNITY MENTAL HEALTH/MENTAL RETARDATION SERVICES
STATISTICAL AND OTHER DATA

- A. MH/MR Agency Information -- Enter the requested information in the space provided. Include the name of the agency and the vendor number. Enter the beginning and ending dates of the period covered by this cost report.
- B. Statistics -- Columns 1 and 2. Enter in column 1, the number of the total agency visits/units for each service on lines 1 through 26. Enter in column 2, the total costs for each service on lines 1 through 26. The total cost amounts for each service are obtained from Schedule J-1 Column 9.

**SCHEDULE I - COMMUNITY MENTAL HEALTH/MENTAL RETARDATION SERVICES
OPERATING EXPENSES**

SCHEDULE I - MENTAL HEALTH/MENTAL RETARDATION - OPERATING EXPENSES

On Schedule I, the provider will provide the Program with a breakdown of all Direct Salary and Other (non-salary) Expenses in Columns 1 and 2. Salary and Other Expenses are totaled in Column 3. Adjustments may be necessary for submitted cost to comply with general policy and principles. Column 4 is used to summarize these adjustments by service, with the supporting detail listed on Schedule I-1. Reclassifications of expenses summarized by service are listed in Column 5, having been brought forward from Schedule I-2 where they are listed in detail.

DIRECT SERVICE

The direct costs of providing each of the direct services is to be listed on Lines 1 through 40. Overhead service costs which have been directly assigned or functionally allocated during the normal accounting cycle will appear in Columns 1 and 2 along with the direct cost of providing the service. Overhead service expenses which are functionally allocated only for purposes of preparing the cost report will be reclassified to the Mental Health/Mental Retardation cost center on Schedule B-2 in total. This total will then be allocated to the appropriate Direct Service cost center on Schedule I-2 and summarized as a part of the reclassification in Column 5 of Schedule I. The totals submitted on Schedule I shall agree with the

SCHEDULE I - COMMUNITY MENTAL HEALTH/MENTAL RETARDATION SERVICES
OPERATING EXPENSES

totals submitted for Mental Health/Mental Retardation on Schedule B Line 22.
Overhead costs which have not been directly or functionally allocated shall be
allocated to the Mental Health/Mental Retardation cost center in total on
Schedule C-1 and shall be allocated to the various Direct Service cost centers
and non-Reimbursable cost centers of Mental Health/Mental Retardation on
Schedule J-1.

**SCHEDULE I-1 - COMMUNITY MENTAL HEALTH/MENTAL RETARDATION SERVICES
ADJUSTMENTS TO EXPENSE**

SCHEDULE I-1 - ADJUSTMENTS TO EXPENSE

This schedule provides the detail to the adjustment summaries listed on Schedule I, Column 4. These adjustments are to be made on the basis of allowable "cost" or "amount received" which represents a recovery of expense. The provider will identify the basis for the adjustment by entering in Column 2 "A" for cost or "B" for amount received. Line description on Lines 1 through 9 indicate the more common activities which affect allowable cost, or result in costs incurred for reasons other than patient care and, thus, require adjustments.

Where an adjustment to an expense affects more than one (1) cost center, the adjustments to expense shall reflect the adjustment to each cost center on a separate line on Schedule I-1.

Types of items to be entered on Schedule I-1 are:

1. those needed to adjust expenses to reflect actual expenses incurred;
2. those items which constitute recovery of expenses through sales, charges to non patients, refunds of expense, restricted general service grants, gifts, etc.;
3. those items needed to adjust expenses in accordance with Department for Mental Health and Mental Retardation principles of reimbursement; and
4. those items which are provided for separately in the cost apportionment process.

SCHEDULE I-1 - COMMUNITY MENTAL HEALTH/MENTAL RETARDATION SERVICES
ADJUSTMENTS TO EXPENSE

Column 1: Description of Adjustment.

Line 1 - Trade, Quantity, Time and Other Discounts on Purchases.

Line 2 - Rebates and Refunds of Expenses.

Line 3 - Adjustments Resulting from Transactions with Related Organizations

- Transactions with related parties shall be reduced to the cost of the related party.

Line 4 - Sale of Medical Records and Abstracts - Enter the amount received from the sale of medical records and abstracts and offset amount against the applicable cost center.

Line 5 - Income from the Imposition of Interest, Finance or Penalty Charges

- Enter on this line the amount received from the imposition of interest, finance or penalty charges on overdue receivables. This income shall be used to offset the applicable cost centers.

Line 6 - Sale of Medical and Surgical Supplies to Other than Patients.

Line 7 - Sale of Drugs to Other than Patients

Line 8 - Offset of Investment Income against Interest Expense

Line 9 - Lobbying Expense.

Lines 10-28 - Enter on these lines any additional adjustments to submitted costs to comply with Department for Mental Health and Mental Retardation principles of reimbursement.

SCHEDULE I-1 - COMMUNITY MENTAL HEALTH/MENTAL RETARDATION SERVICES
ADJUSTMENTS TO EXPENSE

Column 2: On each line enter an "A" if the amount in Column 3 is actual cost or a "B" if the amount in Column 3 is based on revenue received for the item in Column 1.

Column 3: On each line indicate the amount to be adjusted.

Column 4: Indicate the line number on Schedule I that is to be adjusted.

**MENTAL HEALTH / MENTAL RETARDATION
COMMUNITY MENTAL HEALTH PROGRAM
SCHEDULE I**

ADJUSTMENT AND RECLASSIFICATION OF EXPENSES

VENDOR NAME: _____ VENDOR NUMBER: _____ PERIOD
ENDING _____

	SALARIES	OTHER	SUB TOTAL	ADJUST- MENT	RECLASSI- FICATION	TOTAL
	1	2	3	4	5	6
DIRECT SERVICE:						
1. _____						
2. _____						
3. _____						
4. _____						
5. _____						
6. _____						
7. _____						
8. _____						
9. _____						
10. _____						
11. _____						
12. _____						
13. _____						
14. _____						
15. _____						
16. _____						
17. _____						
18. _____						
19. _____						
20. _____						
21. _____						
22. _____						
23. _____						
24. _____						
25. _____						
26. _____						
<u>Non-Reimbursable Cost Centers</u>						
27. _____						
28. _____						
29. _____						
30. _____						
31. _____						
32. _____						
33. _____						
34. _____						
35. _____						
36. _____						
37. _____						
38. _____						
39. _____						
40. _____						
41. TOTAL MH/MR (SCH. B. LINE 22)						

**MENTAL HEALTH / MENTAL RETARDATION
COMMUNITY MENTAL HEALTH PROGRAM
SCHEDULE I-H**

ADJUSTMENTS TO EXPENSE

VENDOR NAME: _____

VENDOR NUMBER: _____

PERIOD ENDING: _____

1	2	3	4
DESCRIPTION	A/B	INC / <DEC>	SCH. I LINE #
1. TRADE, QUANTITY, TIME AND OTHER DISCOUNTS ON PURCHASES			
2. REBATES AND REFUNDS OF EXPENSES			
3. ADJUSTMENTS RESULTING FROM TRANSACTIONS WITH RELATED ORGANIZATIONS (Reduced to cost)			
4. SALE OF MEDICAL RECORDS AND ABSTRACTS			
5. INCOME FROM IMPOSITION OF INTEREST, FINANCE OR PENALTY CHARGES.			
6. SALE OF MEDICAL AND SURGICAL SUPPLIES TO OTHER THAN PATIENTS			
7. SALE OF DRUGS TO OTHER THAN PATIENTS			
8. OFFSET OF INVESTMENT INCOME			
9. LOBBYING EXPENSE			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			

TOTAL (TRANSFER TO SCHEDULE I, COLUMN 2)

COLUMN 2, (A) COST (B) REVENUE

RECLASSIFICATION TO EXPENSE

PERIOD ENDING: _____

Transmittal #33
04/01/92

**MENTAL HEALTH / MENTAL RETARDATION
COMMUNITY MENTAL HEALTH PROGRAM
SCHEDULE J**

COST ALLOCATION STATISTICS

VENDOR NAME: _____ VENDOR NUMBER: _____ PERIOD ENDING: _____

	SQUARE FOOTAGE	SALARIES	MILEAGE	ACCUMULATED COST	ACCUMULATED COST
	1	2	3	4	5
DIRECT SERVICE:					
1. _____					
2. _____					
3. _____					
4. _____					
5. _____					
6. _____					
7. _____					
8. _____					
9. _____					
10. _____					
11. _____					
12. _____					
13. _____					
14. _____					
15. _____					
16. _____					
17. _____					
18. _____					
19. _____					
20. _____					
21. _____					
22. _____					
23. _____					
24. _____					
25. _____					
26. _____					
Non-Reimbursable Cost Centers:					
27. _____					
28. _____					
29. _____					
30. _____					
31. _____					
32. _____					
33. _____					
34. _____					
35. _____					
36. _____					
37. _____					
38. _____					
39. _____					
40. _____					
41. TOTAL					
42. TOTAL TO ALLOCATE					

**MENTAL HEALTH I MEN RETARDATION
COMMUNITY MENTAL HEALTH PROGRAM
SCHEDULE J-1
COST ALLOCATION**

Page 1

VENDOR NAME: _____ VENDOR NUMBER: _____ PERIOD ENDING: _____

DIRECT SERVICE:	1	2	3	4	5	6	7	8	9
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
16.									
17.									
18.									
19.									
20.									

continued on next page

TRANSMITTAL #33
04/01/92

VENDOR NAME:

[illegible]

26/10/70
33
TRANSMITTAL

**CABINET FOR HUMAN RESOURCES
COMMUNITY MENTAL HEALTH-MENTAL RETARDATION
REIMBURSEMENT MANUAL**

PART IV

ANNUAL COST REPORT INSTRUCTIONS

**Cabinet for Human Resources
275 East Main Street
Frankfort, Kentucky 40621**

TABLE OF CONTENTS

Schedule	Description	Page #
	Table of Contents	
	Introduction	i.01
A	Statistical and Other Data	A.01
B	Operating Expenses	B . O 1
B-1	Adjustments to Expense	8.02
B-2	Reclassifications To Expense	B.05
c, C-1	Cost Allocation Statistics and Cost Allocations	C.01
C-1	Cost Allocation	C.03
D	CMH/MR	0.01
H	CMH/MR - Statistical and Other Data	H.01
I	MH/MR - Operating Expenses	I.01
I-1	MH/MR - Adjustments to Expense	1.03
I-2	MH/MR - Reclassifications to Expense	1.06
J, J-1	MH/MR - Cost Allocation Statistics and Cost Allocations	J.01
J-1	MH/MR Cost Allocations	5.03

INTRODUCTION

INTRODUCTION

These instructions are intended to guide vendors in preparing the annual cost report. These forms shall be used by all participating community mental health/mental retardation agencies for cost reporting periods beginning on or after July 1, 1991. Some schedules are not required for all vendors and these need not be completed. However, the entire cost report shall be submitted to the Department. Schedules which do not apply shall be marked accordingly, and a brief explanation as to why these are not needed shall be annotated on the appropriate schedules.

In completing the schedules the period beginning and period ending, the vendor name, identification number and address shall be indicated on the cover page. In addition, the vendor name, the vendor identification number and the period ending shall be indicated on each page. Facilities shall submit a cost report prepared on the accrual basis of accounting and otherwise consistent with generally accepted accounting principles.

Also, in completing the schedules, reductions to expenses shall always be shown in brackets.

SCHEDULE A - COMMUNITY MENTAL HEALTH/MENTAL RETARDATION SERVICES
STATISTICAL AND OTHER DATA

SCHEDULE A - COMMUNITY MENTAL HEALTH/MENTAL RETARDATION SERVICES
STATISTICAL AND OTHER DATA

A. General --

Item 1 - CMH/MR Agency Information -- Enter the requested information in the space provided. Include the name of the agency and the vendor number. Enter the beginning and ending dates of the period covered by this cost report.

B. Statistics --

Columns 1, 2 and 3. Enter in Column 1, the number of Medicaid visits/units for each service on lines 10 through 21. Enter in Column 2, the number of the total agency visits/units for each service on lines 10 through 21. Enter in Column 3, the total costs for each service on lines 10 through 21. The total cost amounts for each service are obtained from Schedule C-1, Column 9 lines 10 through 21.

SCHEDULE B - OPERATING EXPENSES

SCHEDULE B - OPERATING EXPENSES

On Schedule B, the provider will provide the Program with a breakdown of all Salary and Other (non-salary) Expenses in Columns 1 and 2. Salary and Other Expenses are totaled in Column 3. Adjustments may be necessary for submitted cost to comply with general policy and principles. Column 4 is used to summarize these adjustments by cost center, with the supporting detail listed on Schedule B-1, Reclassifications of expenses summarized by cost center are listed in Column 5, having been brought forward from Schedule B-2 where they are listed in detail.

A. GENERAL SERVICES

Overhead expenses are listed under the General Services grouping of cost centers include Plant Expense (such as: depreciation, interest, repair and maintenance, plant insurance, housekeeping, property taxes and utilities other than telephone), Employee Benefits (such as: life insurance, health insurance, employer's share of payroll taxes, unemployment insurance, tuition assistance and workers compensation insurance), Administrative and General (such as: telephone, administrative salaries, office supplies, postage, advertising, general liability insurance, fidelity bond insurance, licenses, accounting fees, attorney fees and director's fees), Non-client transportation (such as: vehicle rental, interest relating to vehicles), and Medical Records (such as: medical records salaries and other expenses which pertain directly to medical records).

SCHEDULE B - OPERATING EXPENSES

B. DIRECT SERVICE

The direct costs of providing each of the direct services including non-reimbursable are to be listed on Lines 10 through 29. Overhead Service costs which have been directly assigned or functionally allocated during the normal accounting cycle will appear in Columns 1 and 2 along with the direct cost of providing the service. General Service expenses which are functionally allocated only for purposes of preparing the cost report will be reclassified to the appropriate Direct Service cost center on Schedule B-2 and summarized as a part of the reclassification in Column 5 of Schedule B. Overhead costs which have not been directly or functionally allocated will remain in the General Services cost centers on Schedule B and will be allocated to the various Direct Service cost centers and Non-reimbursable cost centers on Schedule C-1.

SCHEDULE B-1 - ADJUSTMENTS TO EXPENSE

SCHEDULE B-1

The schedule provides the detail to the adjustment summaries listed on Schedule B, Column 4. These adjustments are to be made on the basis of allowable "cost" or "amount received" which represents a recovery of expense. The provider will identify the basis for the adjustment by entering in Column 2 "A" for cost or "B" for amount received. Line descriptions on Lines 1 through 9 indicate the more common activities which affect allowable cost, or result in costs incurred for reasons other than patient care and, thus, require adjustments.

Where an adjustment to an expense affects more than one (1) cost center, the adjustments to expense shall reflect the adjustment to each cost center on a separate line Schedule B-1.

Types of items to be entered on Schedule B-1 are:

(1) those needed to adjust expenses to reflect actual expenses incurred; (2) those items which constitute recovery of expenses through sales, charges to non patients, refunds of expense, restricted general service grants, gifts, etc.; (3) those items needed to adjust expenses in accordance with Medicaid principles of reimbursement; and (4) those items which are provided for separately in the cost apportionment process.

SCHEDULE B-1 - ADJUSTMENTS TO EXPENSE

Column 1: Description of Adjustment

Line 1 - Trade, Quantity, Time and Other Discounts on Purchases.

Line 2 - Rebates and Refunds of Expenses.

Line 3 - Adjustments Resulting from Transactions with Related Organizations -
Transaction with related parties shall be reduced to the cost of the
related party.

Line 4 - Sale of Medical Records and Abstracts - Enter the amount received from
the sale of medical records and abstracts and offset amount against the
applicable cost center.

Line 5 - Income from the Imposition of Interest, Finance or Penalty Charges -
Enter on this line the amount received from the imposition of interest,
finance or penalty charges on overdue receivables. This income shall
be used to offset the applicable cost centers.

Line 6 - Sale of Medical and Surgical Supplies to Other than Patients.

Line 7 - Sale of Drugs to Other than Patients.

SCHEDULE B-1 - ADJUSTMENTS TO EXPENSE

Line 8 - Offset of Investment Income against Interest Expense.

Line 9 - Lobbying Expense.

Lines 10-28 - Enter on these line any additional adjustments to submitted cost to comply with Medicaid principles of reimbursement.

Column 2: On each line enter an "A" if the amount in Column 3 is actual cost or a "B" if the amount in Column 3 is based on revenue received for the item in Column 1.

Column 3: On each line indicate the amount to be adjusted.

Column 4: Indicate the line number on Schedule B that is to be adjusted.

These adjustments will be summarized on Schedule B, Column 4.

SCHEDULE B-Z - RECLASSIFICATIONS TO EXPENSE

SCHEDULE B-Z - RECLASSIFICATIONS TO EXPENSE

This schedule provides for the reclassification of cost to effect proper cost allocation under cost finding. The following are some examples of costs which shall be reclassified.

- A. Licenses and Taxes (other than income taxes) - This expense consists of the business license expense and tax expense incidental to the operation of the agency. These expenses shall be included in the Administrative and General (A & G) cost centers, Schedule B, Line 3.
- B. Interest - Short-term interest expense relates to borrowings for agency operations. The full amount of this cost shall be reclassified to A & G, Schedule B, Line 3.
- C. Insurance - Insurance not directly related to plant expense shall be reclassified to A & G, Schedule B, line 3. Other insurance expense may be reclassified directly (e.g., malpractice insurance) to the applicable cost centers only when the insurance policy specifically and separately identifies the premium for each cost center involved.

SCHEDULE B-Z - RECLASSIFICATIONS TO EXPENSE

- D. Leases - This expense consists of all rental costs of buildings and equipment incidental to the operation of the facility. Any lease which cannot be identified to a specific cost center and is incidental to the general overall operation of the agency shall be included in the A & G cost center, Schedule B, Line 3.
- E. Functional Allocation - A provider may functionally allocate overhead cost to each cost center on a functional basis, provided that the functional allocation bears a direct relationship to the cost centers involved. All overhead costs that cannot be directly assigned or functionally allocated will be allocated via Schedules C and C-1.

SCHEDULE C, C-1 - COST ALLOCATION STATISTICS AND COST ALLOCATION

SCHEDULES C AND C-1 - COST ALLOCATION STATISTICS AND COST ALLOCATIONS

Schedules C and C-1 provide for simplified cost finding. All general service costs (overhead cost) that cannot be directly assigned or functionally allocated shall be allocated to the direct service and non-reimbursable cost centers using the simplified cost finding methodology on Schedules C and C-1.

Schedule C: This schedule is used to provide the statistics necessary for the allocation of general service costs among the service areas on Schedule C-1.

Column 1: Enter in Column 1, the total square feet of the building and fixtures applicable to the cost center to which plant expense shall be allocated on Lines 10 through 29.

Line 30 is the total of Lines 10 through 29.

Line 31 will contain the total from Line 1, Column 6 from Schedule B.

Line 32; the Unit Cost Multiplier amounts on Line 32 are obtained by dividing the amounts on Line 31 by the amounts on Line 30.

SCHEDULE C, C-1 - COST ALLOCATION STATISTICS AND COST ALLOCATION

Column 2: Enter in Column 2, the gross salaries for each cost center on Lines 10 through 29.

Line 30 is the total of Lines 10 through 29.

Line 31 will contain the total from Line 2, Column 6 from Schedule B.

Line 32; the Unit Cost Multiplier amounts on Line 32 are obtained by dividing the amounts on Line 31 by the amounts on Line 30.

Column 3: Enter in column 3, the mileage for each cost center on Lines 10 through 29.

Line 30 is the total of Lines 10 through 29.

Line 31 will contain the total from Line 4, Column 6 from Schedule B.

Line 32; the Unit Cost Multiplier amounts on Line 32 are obtained by dividing the amounts on Line 31 by the amounts on Line 30.

Columns 4 and 5: The statistics for Columns 4 and 5 are obtained from Column 5 of Schedule C-1. The statistics in column 4 of Schedule C will not be filled in for any cost center that should not receive an allocation of Medical Records cost.

Line 30, Columns 4 and 5 is the total of Lines 10 through 29.

Line 31, Column 4 will contain the total from Line 6, Column 6 from Schedule B.

Line 31, Column 5 will contain the total from Column 6, of all remaining cost centers on Schedule B.

Line 32 Columns 4 and 5; the Unit Cost Multiplier amounts on Line 32 are obtained by dividing the amounts on Line 31 by the amounts on Line 30.

SCHEDULE C, C-1 - COST ALLOCATION STATISTICS AND COST ALLOCATION

SCHEDULE C-1: COST ALLOCATION

Column 1: Enter the direct costs associated with the services listed on lines 10 through 29, Column 6, Schedule B.

Columns 2, 3, and 4: Multiply the Unit Cost Multiplier on Schedule C by the detail on Schedule C. The products shall be entered on the corresponding Lines on C-1, Column 2, 3, and 4.

Column 5: The sum of Columns 1, 2, 3, and 4.

Column 6: Multiply the Unit Cost Multiplier on Schedule C, Column 4, by the detail on Schedule C, Column 4.

Column 7: Multiply the Unit Cost Multiplier on Schedule C, Column 5, by the detail on Schedule C, Column 5.

Column 8: Restricted Program Grant Offset.

Column 9: The sum of Columns 5, 6, 7, and 8.

Total costs in Column 9 are carried forward to Column 3 of Schedule A.

SCHEDULE D - STATEMENT OF COSTS OF SERVICES FROM RELATED ORGANIZATION

SCHEDULE D - STATEMENT OF COSTS OF SERVICES FROM RELATED ORGANIZATIONS

- A. Section A is provided to show whether any of the cost to be reimbursed by the Medicaid Program includes any transaction for services, facilities, and supplies furnished to the vendor by organizations related to the vendor by common ownership or control. Section A shall be completed by all vendors.
- B. Section B is provided to show the total compensation paid for the period for corporate officers of the CMH/MR Agency. Compensation is defined as the total benefit received (or receivable) for the services he rendered to the institution. It includes salary amount paid for managerial, administrative, professional and other services; amounts paid by the agency for the personal benefit of corporate officers; and the cost of the assets and services which corporate officers receive from the agency and deferred compensation. List each administrator or assistant administrator who has been employed during the fiscal period. List the name, title, percent of customary work week devoted to business, percent of the fiscal period employed, and total compensation for the period.

SCHEDULE D - STATEMENT OF COSTS OF SERVICES FROM RELATED ORGANIZATION

C. Section C - Certification by Officer or Director of the Agency. This form shall be read and signed by an officer or director of the CMH/MR. Sections 1877 (a) (1) of the Social Security Act state that, "Whoever knowingly and willfully makes or causes to be made any false statement or misrepresentation, concealment, failure or conversion by any person in connection with the furnishing (by that person) of items or services for which payment is or may be made under this title, be guilty of a felony and upon conviction thereof fined not more than \$25,000 or imprisoned for not more than 5 years, or both, or (ii) in the case of such statement, representation, concealment, failure or conviction by any other person, be guilty of a misdemeanor and upon conviction thereof fined not more than \$10,000 or imprisoned for not more than 1 year or both."

SCHEDULE H - COMMUNITY MENTAL HEALTH/MENTAL RETARDATION SERVICES
STATISTICAL AND OTHER DATA

SCHEDULES H THROUGH J-1 PROVIDE A BREAKDOWN BY SERVICE OF THE MENTAL HEALTH/MENTAL RETARDATION COST SUBMITTED ON SCHEDULES B THROUGH D.

SCHEDULE H - COMMUNITY MENTAL HEALTH/MENTAL RETARDATION SERVICES
STATISTICAL AND OTHER DATA

- A. MH/MR Agency Information -- Enter the requested information in the space provided. Include the name of the agency and the vendor number. Enter the beginning and ending dates of the period covered by this cost report.
- B. Statistics -- Columns 1 and 2. Enter in column 1, the number of the total agency visits/units for each service on lines 1 through 26. Enter in column 2, the total costs for each service on lines 1 through 26. The total cost amounts for each service are obtained from Schedule J-1 Column 9.

**SCHEDULE I - COMMUNITY MENTAL HEALTH/MENTAL RETARDATION SERVICES
OPERATING EXPENSES**

SCHEDULE I - MENTAL HEALTH/MENTAL RETARDATION - OPERATING EXPENSES

On Schedule I, the provider will provide the Program with a breakdown of all Direct Salary and Other (non-salary) Expenses in Columns 1 and 2. Salary and Other Expenses are totaled in Column 3. Adjustments may be necessary for submitted cost to comply with general policy and principles. Column 4 is used to summarize these adjustments by service, with the supporting detail listed on Schedule I-1. Reclassifications of expenses summarized by service are listed in Column 5, having been brought forward from Schedule I-2 where they are listed in detail.

DIRECT SERVICE

The direct costs of providing each of the direct services is to be listed on Lines 1 through 40. Overhead service costs which have been directly assigned or functionally allocated during the normal accounting cycle will appear in Columns 1 and 2 along with the direct cost of providing the service. Overhead service expenses which are functionally allocated only for purposes of preparing the cost report will be reclassified to the Mental Health/Mental Retardation cost center on Schedule B-2 in total. This total will then be allocated to the appropriate Direct Service cost center on Schedule I-2 and summarized as a part of the reclassification in Column 5 of Schedule I. The totals submitted on Schedule I shall agree with the

SCHEDULE I - COMMUNITY MENTAL HEALTH/MENTAL RETARDATION SERVICES
OPERATING EXPENSES

totals submitted for Mental Health/Mental Retardation on Schedule B Line 22. Overhead costs which have not been directly or functionally allocated shall be allocated to the Mental Health/Mental Retardation cost center in total on Schedule C-1 and shall be allocated to the various Direct Service cost centers and non-Reimbursable cost centers of Mental Health/Mental Retardation on Schedule J-1.

**SCHEDULE I-1 - COMMUNITY MENTAL HEALTH/MENTAL RETARDATION SERVICES
ADJUSTMENTS TO EXPENSE**

SCHEDULE I-1 - ADJUSTMENTS TO EXPENSE

This schedule provides the detail to the adjustment summaries listed on Schedule I, Column 4. These adjustments are to be made on the basis of allowable "cost" or "amount received" which represents a recovery of expense. The provider will identify the basis for the adjustment by entering in Column 2 "A" for cost or "B" for amount received. Line description on Lines 1 through 9 indicate the more common activities which affect allowable cost, or result in costs incurred for reasons other than patient care and, thus, require adjustments.

Where an adjustment to an expense affects more than one (1) cost center, the adjustments to expense shall reflect the adjustment to each cost center on a separate line on Schedule I-1.

Types of items to be entered on Schedule I-1 are:

1. those needed to adjust expenses to reflect actual expenses incurred;
2. those items which constitute recovery of expenses through sales, charges to non patients, refunds of expense, restricted general service grants, gifts, etc.;
3. those items needed to adjust expenses in accordance with Department for Mental Health and Mental Retardation principles of reimbursement; and
4. those items which are provided for separately in the cost apportionment process.

**SCHEDULE I-1 - COMMUNITY MENTAL HEALTH/MENTAL RETARDATION SERVICES
ADJUSTMENTS TO EXPENSE**

Column 1: Description of Adjustment.

Line 1 - Trade, Quantity, Time and Other Discounts on Purchases.

Line 2 - Rebates and Refunds of Expenses.

Line 3 - Adjustments Resulting from Transactions with Related Organizations

- Transactions with related parties shall be reduced to the cost of the related party.

Line 4 - Sale of Medical Records and Abstracts - Enter the amount received from the sale of medical records and abstracts and offset amount against the applicable cost center.

Line 5 - Income from the Imposition of Interest, Finance or Penalty Charges

- Enter on this line the amount received from the imposition of interest, finance or penalty charges on overdue receivables. This income shall be used to offset the applicable cost centers.

Line 6 - Sale of Medical and Surgical Supplies to Other than Patients.

Line 7 - Sale of Drugs to Other than Patients

Line 8 - Offset of Investment Income against Interest Expense

Line 9 - Lobbying Expense.

Lines 10-28 - Enter on these lines any additional adjustments to submitted costs to comply with Department for Mental Health and Mental Retardation principles of reimbursement.

SCHEDULE I-1 - COMMUNITY MENTAL HEALTH/MENTAL RETARDATION SERVICES
ADJUSTMENTS TO EXPENSE

Column 2: On each line enter an "A" if the amount in Column 3 is actual cost or a "B" if the amount in Column 3 is based on revenue received for the item in Column 1.

Column 3: On each line indicate the amount to be adjusted.

Column 4: Indicate the line number on Schedule I that is to be adjusted.

**MEDICAID ANNUAL COST REPORT
COMMUNITY MENTAL HEALTH
SCHEDULE C-I
COST ALLOCATION**

VENDOR NAME: _____

VENDOR NUMBER: _____

PERIOD ENDING: _____

	DIRECT EXPENSE 1	PLANT EXPENSE 2	EMPLOYEE BENEFITS 3	PATIENT TRANS. 4	SUB TOTAL 5	MEDICAL RECORDS 6	OTHER GEN. SERVICE COSTS 7	GRANTS OFFSET 8	TOTAL ALLOWABLE COSTS 9
DIRECT SERVICE:									
10. TARGETED CASE MANAGEMENT (SED-CHILD)									
11. TARGETED CASE MANAGEMENT (ADULT)									
12. INTENSIVE IN-HOME									
13. THERAPEUTIC REHABILITATION									
OUTPATIENT CLINIC									
14. INDIVIDUAL - ON SITE									
15. INDIVIDUAL-OFF SITE									
16. GROUP									
17. PSYCHIATRY - ON SITE									
18. PSYCHIATRY - OFF SITE									
PERSONAL CARE									
19. REMOTIVATION									
HOSPITAL									
20. PSYCHIATRY									
21. OTHER PROFESSIONAL									
22. MH/MR									
23. _____									
24. _____									
NON-REIMBURSABLE:									
25. GENERAL EMERGENCY SERVICES									
26. AIS/MR									
27. _____									
28. _____									
29. _____									
30. TOTAL									

Transmittal #33

04/01/92

STATISTICAL AND OTHER DATA

PERIOD COVERED: FROM _____ TO: _____

TOTAL COSTS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____
28. _____

MEDICAID ANNUAL COST REPORT **COMMUNITY MENTAL HEALTH** **SCHEDULE D**

VENDOR NAME: _____

VENDOR NUMBER: _____ PERIOD ENDING: _____

A. STATEMENT OF COSTS OF SERVICES FROM RELATED ORGANIZATIONS

1. In the amounts to be reimbursed by the KMAP Program, as reported on Schedule B, Line 3, are any costs included which are a result of related organization transactions?

☐ YES

☐ NO

2.

SCHEDULE	LINE NO.	ITEM	AMOUNT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. Name and percent of direct or indirect ownership of the related organization.

NAME OF OWNER	NAME OF RELATED ORGANIZATION	PERCENT
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. STATEMENT OF COMPENSATION PAID TO EXECUTIVE DIRECTORS, ADMINISTRATORS AND/OR ASSISTANT ADMINISTRATORS (OTHER THAN OWNERS)

NAME	TITLE	PERCENT OF CUSTOMARY WORK WEEK DEVOTED TO BUSINESS	PERCENT OF PERIOD EMPLOYED	TOTAL COMPENSATION FOR THE PERIOD
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

C. CERTIFICATION BY OFFICER OR DIRECTOR OF THE AGENCY

INTENTIONAL MISREPRESENTATION OR FALSIFICATION OF ANY INFORMATION CONTAINED IN THIS COST REPORT MAY BE PUNISHABLE BY FINE AND/OR IMPRISONMENT UNDER FEDERAL LAW

I HERESY CERTIFY that I have read the above statement and that I have examined the accompanying Comprehensive **Care** Center Cost Report and the Balance Sheet and Statement of Revenue and Expense prepared by _____

Provider name (s) and number (s) for the cost report beginning _____ and that to the best of my knowledge and belief, it is a true, correct and complete report prepared from the books and records of the provider in accordance with applicable instructions, except as noted.

Signed _____ Officer or Director Title _____ Date _____

STATISTICAL AND OTHER DATA

PERIOD COVERED: FROM _____ TO _____

-TRANSMITTAL #33
04/01/92

SCHEDULE I - COMMUNITY MENTAL HEALTH/MENTAL RETARDATION SERVICES
RECLASSIFICATIONS TO EXPENSE

SCHEDULE I-2 - RECLASSIFICATIONS TO EXPENSE

This schedule provides for the detail to the reclassifications made to the Mental Health/Mental Retardation Cost Center on Schedule B-2 by service. The reclassifications made on this schedule shall reflect proper cost allocation under cost finding.

**SCHEDULES J AND J-1 - COMMUNITY MENTAL HEALTH/MENTAL RETARDATION SERVICES
COST ALLOCATION STATISTICS AND COST ALLOCATIONS**

SCHEDULES J AND J-1 - COST ALLOCATION STATISTICS AND COST ALLOCATIONS

Schedules J and J-1 provide for simplified cost finding. All general service costs (overhead cost) that cannot be directly assigned or functionally allocated shall be allocated to the direct service and non-reimbursable cost centers using the simplified cost finding methodology on Schedules C and C-1. The total allocated to Mental Health/Mental Retardation shall be allocated to each Mental Health/Mental Retardation direct service using the simplified cost finding on Schedule J and J-1.

Schedule J: This schedule is used to provide the statistics necessary for the allocation of general service costs among the service areas on Schedule J-1.

Column 1: Enter in Column 1, the total square feet of the building and fixtures, applicable to the cost center to which plant expense shall be allocated on Lines 1 through 40.

Line 41 is the total of Lines 1 through 40.

Line 42 will contain the total from Line 22, Column 2 from Schedule C-1.

Line 43, the Unit Cost Multiplier amounts on Line 43 are obtained by dividing the amount on Line 42 by the amount on Line 41.

**SCHEDULES J AND J-1 - COMMUNITY MENTAL HEALTH/MENTAL RETARDATION SERVICES
COST ALLOCATION STATISTICS AND COST ALLOCATIONS**

Column 2: Enter in Column 2, the gross salaries for each cost center on Lines 1 through 40.

Line 41 is the total of Lines 1 through 40.

Line 42 will contain the total from Line 22, Column 3 from Schedule C-1.

Line 43, the Unit Cost Multiplier amounts on Line 43 are obtained by dividing the amount on Line 42 by the amount on Line 41.

Column 3: Enter in Column 3, the mileage for each cost center on Lines 1 through 40.

Line 41 is the total of Lines 1 through 40.

Line 42 will contain the total from Line 22, Column 4 from Schedule C-1.

Line 43; the Unit Cost Multiplier amounts on Line 43 are obtained by dividing the amount on Line 42 by the amount on Line 41.

Columns 4 and 5: The statistics for Columns 4 and 5 are obtained from Column 5 of Schedule J-1. The statistics in Column 4 of Schedule J will not be filled in for any cost center that should not receive an allocation of Medical Records cost.

Line 41, Columns 4 and 5 is the total of Lines 1 through 40.

Line 42, Column 4 will contain the total from Line 22, Column 6 from Schedule C-1.

Line 42, Column 5 will contain the total from Line 22, Column 7 from Schedule C-1.

Line 43, Columns 4 and 5; the Unit Cost Multiplier amounts on Line 43 are obtained by dividing the amount on Line 42 by the amount on Line 41.

SCHEDULES J AND J-1 - COMMUNITY MENTAL HEALTH/MENTAL RETARDATION SERVICES
COST ALLOCATION STATISTICS AND COST ALLOCATIONS

SCHEDULE J-1 - COST ALLOCATION

Column 1: Enter the direct costs associated with the services listed on lines 1 through 40, Column 6, Schedule I.

Columns 2, 3, and 4: Multiply the Unit Cost Multiplier on Schedule J by the detail on Schedule J. The products shall be entered on the corresponding Line on J-1.

Column 5: The sum of Columns 1, 2, 3, and 4.

Column 6: Multiply the Unit Cost Multiplier on Schedule J, Column 4, by the detail on Schedule J, Column 4.

Column 7: Multiply the Unit Cost Multiplier on Schedule J, Column 5, by the detail on Schedule J, Column 5.

Column 8: Restricted program grant - Enter in Column 8, the amount of grant to be offset for each cost center.

Total costs from Column 9 are carried forward to Column 2 of Schedule H.

Cabinet for Human Resources
Department for Medicaid Services

Summary of Incorporated Material

May 1992

907 KAR 1:045

Payments for mental health center services

1. The Cabinet for Human Resources Title XIX Community Mental Health/Mental Retardation Center Reimbursement Manual specifies the conditions, requirements, limitations, and methods of reimbursement for community mental health/mental retardation center services rendered to Title XIX recipients.
2. There are 118 pages in the manual. 42 pages are being amended by this regulation. The changes are listed below.
3. (a) All existing pages in Part III of the manual have been deleted and replaced by revised Cost Report Schedules.
(b) The changes are being made for clarification and do not represent a change in policy.
4. (a) All existing pages in Part IV of the manual are being deleted and replaced by a revised set of Cost Report instructions.
(b) The changes are being made for clarification and do not represent a change in policy.



CABINET FOR HUMAN RESOURCES
COMMONWEALTH OF KENTUCKY
FRANKFORT 40621-0001

DEPARTMENT FOR MEDICAID SERVICES
"An Equal Opportunity Employer M/F/H"

April 1, 1992

Community Mental Health-
Mental Retardation
Reimbursement Manual
Letter #33

Dear Provider:

The Cost Report instructions have been revised in order to make them easier to understand. Also, schedules have been added to the Cost Report to allow for a breakdown of those costs associated with the programs of the Department for Mental Health and Mental Retardation Services. The order of the sections in the Community Mental Health-Mental Retardation Reimbursement Manual containing the Cost Report and the Cost Report instructions have been reversed.

If further information or clarification is needed, please contact the Division of Reimbursement Operations at (502) 564-5969.

Sincerely,

Roy Butler, Commissioner
Department for Medicaid Services

RB/ts

Enclosures

REMOVE AND RECYCLE

Part III

Entire Section

Part IV

Entire Section

INSERT

Part III

Entire Section, #33, 04/01/92

Part IV

Entire Section, #33, 04/01/92

**CABINET FOR HUMAN RESOURCES
COMMUNITY MENTAL HEALTH-MENTAL RETARDATION
REIMBURSEMENT MANUAL**

PART III

ANNUAL COST REPORT [INSTRUCTIONS]

**Cabinet for Human Resources
275 East Main Street
Frankfort, Kentucky 40621**

New Form

MEDICAID ANNUAL COST REPORT

COMMUNITY MENTAL HEALTH

FOR PERIOD BEGINNING _____

AND PERIOD ENDING _____

NAME OF FACILITY

VENDOR NUMBER

ADDRESS OF FACILITY

**MEDICAID ANNUAL COST REPORT
COMMUNITY MENTAL HEALTH
SCHEDULE A**

VENDOR NAME: _____

VENDOR NUMBER: _____

PERIOD COVERED: FROM _____ TO: _____

- [illegible]

**MEDICAID ANNUAL COST REPORT
COMMUNITY MENTAL HEALTH
SCHEDULE B**

VENDOR NAME: _____ VENDOR NUMBER: _____ PERIOD
ENDING _____

Transmittal #33
04/01/92

New Form

MEDICAID ANNUAL COST REPORT
COMMUNITY MENTAL HEALTH
SCHEDULE B-1

ADJUSTMENTS TO EXPENSE

VENDOR NAME: _____

VENDOR NUMBER: _____

PERIOD ENDING: _____

1	2	3	4
DESCRIPTION	A/B	INC / <DEC>	SCH. B LINE #
1. TRADE, QUANTITY, TIME AND OTHER DISCOUNTS ON PURCHASES			
2. REBATES AND REFUNDS OF EXPENSES			
3. ADJUSTMENTS RESULTING FROM TRANSACTIONS WITH RELATED ORGANIZATIONS (Reduced to cost)			
4. SALE OF MEDICAL RECORDS AND ABSTRACTS			
5. INCOME FROM IMPOSITION OF INTEREST, FINANCE OR PENALTY CHARGES.			
6. SALE OF MEDICAL AND SURGICAL SUPPLIES TO OTHER THAN PATIENTS			
7. SALE OF DRUGS TO OTHER THAN PATIENTS			
8. OFFSET OF INVESTMENT INCOME			
9. LOBBYING EXPENSE			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			

TOTAL (TRANSFER TO SCHEDULE B LINE 50, COLUMN 4.)

COLUMN 2. (A) COST (B) REVENUE

RECLASSIFICATION TO EXPENSE

PERIOD ENDING: _____

[illegible]

MEDICAID ANNUAL COST REPORT
COMMUNITY MENTAL HEALTH
SCHEDULE C
COST ALLOCATION STATISTICS

DIRECT SWYCE:

OUTPATIENT CLINIC

16. PSYCHIATRY - OFF SITE

PERSONAL CARE

HOSPITAL

21. OTHER PROFESSIONAL

23. _____

24. _____

NON-REIMBURSABLE

27. _____

26. _____

29. _____

31. TOTAL TO ALLOCATE

32. UNIT COST MULTIPLIER

04/01/92

VENDOR NAME: _____

VENDOR NUMBER: _____

PERIOD ENDING: _____

DIRECT EXPENSE	PLANT EXPENSE	EMPLOYEE BENEFITS	PATIENT TRANS.	SUB TOTAL	MEDICAL RECORDS	OTHER GEN. SERVICE COSTS	GRANTS OFFSET	TOTAL ALLOWABLE COSTS
1	2	3	4	5	6	7	8	9
DIRECT SERVICE:								
10. TARGETED CASE MANAGEMENT (SED-CHILD)								
11. TARGETED CASE MANAGEMENT (ADULT)								
12. INTENSIVE IN-HOME								
13. THERAPEUTIC REHABILITATION								
OUTPATIENT CLINIC								
14. INDIVIDUAL - ON SITE								
15. INDIVIDUAL - OFF SITE								
16. GROUP								
17. PSYCHIATRY - ON SITE								
18. PSYCHIATRY - OFF SITE								
PERSONNEL								
19. REMOTIVATION HOSPITAL								
20. PSYCHIATRY								
21. OTHER PROFESSIONAL								
22. MH/MR								
23.								
24.								
NON-REIMBURSABLE:								
25. GENERAL EMERGENCY SERVICES								
26. AIS/MR								
27.								
28.								
29.								
30. TOTAL								

Transmittal #33 07/01/92

NEW FORM
MEDICAID ANNUAL COST REPORT
COMMUNITY MENTAL HEALTH
SCHEDULE D

VENDOR NAME: _____

VENDOR NUMBER: _____ PERIOD ENDING: _____

A. STATEMENT OF COSTS OF SERVICES FROM RELATED ORGANIZATIONS

1. In the amounts to be reimbursed by the KMAP Program, as reported on Schedule B, Line 3, are any costs included which are a result of related organization transactions?

☐ YES

☐ NO

2.

SCHEDULE	LINE NO.	ITEM	AMOUNT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. Name and percent of direct or indirect ownership of the related organization.

NAME OF OWNER	NAME OF RELATED ORGANIZATION	PERCENT
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. STATEMENT OF COMPENSATION PAID TO EXECUTIVE DIRECTORS, ADMINISTRATORS AND/OR ASSISTANT ADMINISTRATORS (OTHER THAN OWNERS)

NAME	TITLE	PERCENT OF CUSTOMARY WORK WEEK DEVOTED TO BUSINESS	PERCENT OF PERIOD EMPLOYED	TOTAL COMPENSATION FOR THE PERIOD
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

C. CERTIFICATION BY OFFICER OR DIRECTOR OF THE AGENCY

INTENTIONAL MISREPRESENTATION OR FALSIFICATION OF ANY INFORMATION CONTAINED IN THIS COST REPORT MAY BE PUNISHABLE BY FINE AND/OR IMPRISONMENT UNDER FEDERAL LAW

I HEREBY CERTIFY that I have read the above statement and that I have examined the accompanying Comprehensive Care Center Cost Report and the Balance Sheet and Statement of Revenue and Expense prepared by _____

Provider name (s) and number (s) for the cost report beginning _____
and that to the best of my knowledge and belief, it is a true, correct and complete report prepared from the books and records of the provider in accordance with applicable instructions, except as noted.

Signed _____ Officer or Director Title _____ Date _____

NEW FORM
MENTAL HEALTH / MENTAL RETARDATION
COMMUNITY MENTAL HEALTH PROGRAM
SCHEDULE I

ADJUSTMENT AND RECLASSIFICATION OF EXPENSES

VENDOR NAME: _____ VENDOR NUMBER: _____ PERIOD
ENDING _____

	SALARIES	OTHER	SUB TOTAL	ADJUST- MENT	RECLASSI- FICATION	TOTAL
	1	2	3	4	5	6
DIRECT SERVICE:						
1. _____						
2. _____						
3. _____						
4. _____						
5. _____						
6. _____						
7. _____						
8. _____						
9. _____						
10. _____						
11. _____						
12. _____						
13. _____						
14. _____						
15. _____						
16. _____						
17. _____						
18. _____						
19. _____						
20. _____						
21. _____						
22. _____						
23. _____						
24. _____						
25. _____						
26. _____						
Non-Reimbursable Cost Centers						
27. _____						
28. _____						
29. _____						
30. _____						
31. _____						
32. _____						
33. _____						
34. _____						
35. _____						
36. _____						
37. _____						
38. _____						
39. _____						
40. _____						
41. TOTAL MH/MR (SCH. B, LINE 22)						

NEW FORM

MENTAL HEALTH / MENTAL RETARDATION
COMMUNITY MENTAL HEALTH PROGRAM
SCHEDULE I-1

ADJUSTMENTS TO EXPENSE

VENDOR NAME: _____

VENDOR NUMBER: _____

PERIOD ENDING: _____

1	2	3	4
DESCRIPTION	A/B	INC / <DEC>	SCH. I LINE #
1. TRADE, QUANTITY, TIME AND OTHER DISCOUNTS ON PURCHASES			
2. REBATES AND REFUNDS OF EXPENSES			
3. ADJUSTMENTS RESULTING FROM TRANSACTIONS WITH RELATED ORGANIZATIONS (Reduced to cost)			
4. SALE OF MEDICAL RECORDS AND ABSTRACTS			
5. INCOME FROM IMPOSITION OF INTEREST, FINANCE OR PENALTY CHARGES			
6. SALE OF MEDICAL AND SURGICAL SUPPLIES TO OTHER THAN PATIENTS			
7. SALE OF DRUGS TO OTHER THAN PATIENTS			
8. OFFSET OF INVESTMENT INCOME			
9. LOBBYING EXPENSE			
10.			
11.			
14.			
15.			
16.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
28.			
27.			
28.			

TOTAL (TRANSFER TO SCHEDULE I, COLUMN 4)

COLUMN 2. (A) COST (B) REVENUE

RECLASSIFICATION TO EXPENSE

PERIOD ENDING: _____

Transmittal #33
04/01/92

NEW FORM

MENTAL HEALTH / MENTAL RETARDATION
COMMUNITY MENTAL HEALTH PROGRAM
SCHEDULE J

COST ALLOCATION STATISTICS

VENDOR NAME: _____ VENDOR NUMBER: _____ PERIOD ENDING: _____

	SQUARE FOOTAGE	SALARIES	MILEAGE	ACCUMULATED COST	ACCUMULATED COST
DIRECT SERVICE:	1	2	3	4	5
1. _____					
2. _____					
3. _____					
4. _____					
5. _____					
6. _____					
7. _____					
8. _____					
9. _____					
10. _____					
11. _____					
12. _____					
13. _____					
14. _____					
15. _____					
16. _____					
17. _____					
18. _____					
19. _____					
20. _____					
21. _____					
22. _____					
23. _____					
24. _____					
25. _____					
26. _____					
Non-Reimbursable Cost Centers:					
27. _____					
28. _____					
29. _____					
30. _____					
31. _____					
32. _____					
33. _____					
34. _____					
35. _____					
36. _____					
37. _____					
38. _____					
39. _____					
40. _____					
41. TOTAL					
42. TOTAL TO ALLOCATE					

MENTAL HEALTH / MEN'S - RETARDATION
COMMUNITY MENTAL HEALTH PROGRAM
SCHEDULE J-1
COST ALLOCATION

Page 1

VENDOR NAME: **PERIOD ENDING:**

VENDOR NUMBER: **PERIOD NUMBER:**

[illegible]

TRANSMITTAL #33 04/01/92

Continued on next page

Page 2

VENDOR NUMBER:

[illegible]

TRANSMITTAL
#33
04/01/92

TOTAL

**CABINET FOR HUMAN RESOURCES
COMMUNITY MENTAL HEALTH-MENTAL RETARDATION
REIMBURSEMENT MANUAL**

PART IV

ANNUAL COST REPORT INSTRUCTIONS

**Cabinet for Human Resources
275 East Main Street
Frankfort, Kentucky 40621**

TABLE OF CONTENTS

<u>Schedule</u>	<u>Description</u>	<u>Page #</u>
	Table of Contents	
	Introduction	i.01
A	Statistical and Other Data	A.01
B	Operating Expenses	B.01
B-1	Adjustments to Expense	B.02
B-2	Reclassifications To Expense	B.05
c, C-1	Cost Allocation Statistics and Cost Allocations	C.01
C-1	Cost Allocation	C.03
D	CMH/MR	D.01
A H	CMH/MR - Statistical and Other Data	H.01
I	MH/MR - Operating Expenses	1.01
I-1	MH/MR - Adjustments to Expense	1.03
I-2	MH/MR - Reclassifications to Expense	1.06
J, J-1	MH/MR - Cost Allocation Statistics and Cost Allocations	J.01
J-1	MH/MR Cost Allocations	5.03

SCHEDULE A - COMMUNITY MENTAL HEALTH/MENTAL RETARDATION SERVICES
STATISTICAL AND OTHER DATA

SCHEDULE A - COMMUNITY MENTAL HEALTH/MENTAL RETARDATION SERVICES
STATISTICAL AND OTHER DATA

A. General --

Item 1 - CMH/MR Agency Information -- Enter the requested information in the
space provided. Include the name of the agency and the vendor number.
Enter the beginning and ending dates of the period covered by this cost
report.

B. Statistics --

Columns 1, 2 and 3. Enter in Column 1, the number of Medicaid visits/units
for each service on lines 10 through 21. Enter in Column 2, the number of
the total agency visits/units for each service on lines 10 through 21.
Enter in Column 3, the total costs for each service on lines 10 through 21.
The total cost amounts for each service are obtained from Schedule C-1,
Column 9 lines 10 through 21.

SCHEDULE B - OPERATING EXPENSES

SCHEDULE B - OPERATING EXPENSES

On Schedule B, the provider will provide the Program with a breakdown of all Salary and Other (non-salary) Expenses in Columns 1 and 2. Salary and Other Expenses are totaled in Column 3. Adjustments may be necessary for submitted cost to comply with general policy and principles. Column 4 is used to summarize these adjustments by cost center, with the supporting detail listed on Schedule B-1. Reclassifications of expenses summarized by cost center are listed in Column 5, having been brought forward from Schedule B-2 where they are listed in detail.

A. GENERAL SERVICES

Overhead expenses are listed under the General Services grouping of cost centers include Plant Expense (such as: depreciation, interest, repair and maintenance, plant insurance, housekeeping, property taxes and utilities other than telephone), Employee Benefits (such as: life insurance, health insurance, employer's share of payroll taxes, unemployment insurance, tuition assistance and workers compensation insurance), Administrative and General (such as: telephone, administrative salaries, office supplies, postage, advertising, general liability insurance, fidelity bond insurance, licenses, accounting fees, attorney fees and director's fees), Non-client transportation (such as: vehicle rental, interest relating to vehicles), and Medical Records (such as: medical records salaries and other expenses which pertain directly to medical records).

SCHEDULE B - OPERATING EXPENSES

B. DIRECT SERVICE

The direct costs of providing each of the direct services including non-reimbursable are to be listed on Lines 10 through 29. Overhead Service costs which have been directly assigned or functionally allocated during the normal accounting cycle will appear in Columns 1 and 2 along with the direct cost of providing the service. General Service expenses which are functionally allocated only for purposes of preparing the cost report will be reclassified to the appropriate Direct Service cost center on Schedule B-2 and summarized as a part of the reclassification in Column 5 of Schedule B. Overhead costs which have not been directly or functionally allocated will remain in the General Services cost centers on Schedule B and will be allocated to the various Direct Service cost centers and Non-reimbursable cost centers on Schedule C-1.

SCHEDULE B-1- ADJUSTMENTS TO EXPENSE

SCHEDULE B-1

The schedule provides the detail to the adjustment summaries listed on Schedule B, Column 4. These adjustments are to be made on the basis of allowable "cost" or "amount received" which represents a recovery of expense. The provider will identify the basis for the adjustment by entering in Column 2 "A" for cost or "B" for amount received. Line descriptions on Lines 1 through 9 indicate the more common activities which affect allowable cost, or result in costs incurred for reasons other than patient care and, thus, require adjustments.

Where an adjustment to an expense affects more than one (1) cost center, the adjustments to expense shall reflect the adjustment to each cost center on a separate line Schedule B-1.

Types of items to be entered on Schedule B-1 are:

(1) those needed to adjust expenses to reflect actual expenses incurred; (2) those items which constitute recovery of expenses through sales, charges to non patients, refunds of expense, restricted general service grants, gifts, etc.; (3) those items needed to adjust expenses in accordance with Medicaid principles of reimbursement; and (4) those items which are provided for separately in the cost apportionment process.

SCHEDULE B-1 - ADJUSTMENTS TO EXPENSE

Column 1: Description of Adjustment

Line 1 - Trade, Quantity, Time and Other Discounts on Purchases.

Line 2 - Rebates and Refunds of Expenses.

Line 3 - Adjustments Resulting from Transactions with Related Organizations -

Transaction with related parties shall be reduced to the cost of the
related party.

Line 4 - Sale of Medical Records and Abstracts - Enter the amount received from
the sale of medical records and abstracts and offset amount against the
applicable cost center.

Line 5 - Income from the Imposition of Interest, Finance or Penalty Charges -
Enter on this line the amount received from the imposition of interest,
finance or penalty charges on overdue receivables. This income shall
be used to offset the applicable cost centers.

Line 6 - Sale of Medical and Surgical Supplies to Other than Patients.

Line 7 - Sale of Drugs to Other than Patients.

SCHEDULE B-1 - ADJUSTMENTS TO EXPENSE

Line 8 - Offset of Investment Income against Interest Expense.

Line 9 - Lobbying Expense.

Lines 10-28 - Enter on these line any additional adjustments to submitted cost to
comply with Medicaid principles of reimbursement.

Column 2: On each line enter an "A" if the amount in Column 3 is actual cost or a
"B" if the amount in Column 3 is based on revenue received for the item in Column 1.

Column 3: On each line indicate the amount to be adjusted.

Column 4: Indicate the line number on Schedule B that is to be adjusted.

These adjustments will be summarized on Schedule B, Column 4.

SCHEDULE B-2 - RECLASSIFICATIONS TO EXPENSE

SCHEDULE B-2 - RECLASSIFICATIONS TO EXPENSE

This schedule provides for the reclassification of cost to effect proper cost allocation under cost finding. The following are some examples of costs which shall be reclassified.

A. Licenses and Taxes (other than income taxes) - This expense consists of the business license expense and tax expense incidental to the operation of the agency. These expenses shall be included in the Administrative and General (A & G) cost centers, Schedule B, Line 3.

B. Interest - Short-term interest expense relates to borrowings for agency operations. The full amount of this cost shall be reclassified to A & G, Schedule B, Line 3.

C. Insurance - Insurance not directly related to plant expense shall be reclassified to A & G, Schedule B, line 3. Other insurance expense may be reclassified directly (e.g., malpractice insurance) to the applicable cost centers only when the insurance policy specifically and separately identifies the premium for each cost center involved.

SCHEDULE B-2 - RECLASSIFICATIONS TO EXPENSE

D. Leases - This expense consists of all rental costs of buildings and equipment incidental to the operation of the facility. Any lease which cannot be identified to a specific cost center and is incidental to the general overall operation of the agency shall be included in the A & G cost center, Schedule 8, Line 3.

E. Functional Allocation - A provider may functionally allocate overhead cost to each cost center on a functional basis, provided that the functional allocation bears a direct relationship to the cost centers involved. All overhead costs that cannot be directly assigned or functionally allocated will be allocated via Schedules C and C-1.

SCHEDULE C, C-1 - COST ALLOCATION STATISTICS AND COST ALLOCATION

SCHEDULES C AND C-1 - COST ALLOCATION STATISTICS AND COST ALLOCATIONS

Schedules C and C-1 provide for simplified cost finding. All general service costs (overhead cost) that cannot be directly assigned or functionally allocated shall be allocated to the direct service and non-reimbursable cost centers using the simplified cost finding methodology on Schedules C and C-1.

Schedule C: This schedule is used to provide the statistics necessary for the allocation of general service costs among the service areas on Schedule C-1.

Column 1: Enter in Column 1, the total square feet of the building and fixtures applicable to the cost center to which plant expense shall be allocated on Lines 10 through 29.

Line 30 is the total of Lines 10 through 29.

Line 31 will contain the total from Line 1, Column 6 from Schedule B.

Line 32: the Unit Cost Multiplier amounts on Line 32 are obtained by dividing the amounts on Line 31 by the amounts on Line 30.

SCHEDULE C, C-1 - COST ALLOCATION STATISTICS AND COST ALLOCATION

Column 2: Enter in Column 2, the gross salaries for each cost center on Lines 10 through 29.

Line 30 is the total of Lines 10 through 29.

Line 31 will contain the total from Line 2, Column 6 from Schedule B.

Line 32; the Unit Cost Multiplier amounts on Line 32 are obtained by dividing the amounts on Line 31 by the amounts on Line 30.

Column 3: Enter in column 3, the mileage for each cost center on Lines 10 through 29.

Line 30 is the total of Lines 10 through 29.

Line 31 will contain the total from Line 4, Column 6 from Schedule B.

Line 32; the Unit Cost Multiplier amounts on Line 32 are obtained by dividing the amounts on Line 31 by the amounts on Line 30.

Columns 4 and 5: The statistics for Columns 4 and 5 are obtained from Column 5 of Schedule C-1. The statistics in column 4 of Schedule C will not be filled in for any cost center that should not receive an allocation of Medical Records cost.

Line 30, Columns 4 and 5 is the total of Lines 10 through 29.

Line 31, Column 4 will contain the total from Line 6, Column 6 from Schedule B.

Line 31, Column 5 will contain the total from Column 6, of all remaining cost centers on Schedule B.

Line 32 Columns 4 and 5; the Unit Cost Multiplier amounts on Line 32 are obtained by dividing the amounts on Line 31 by the amounts on Line 30.

SCHEDULE C, C-1 - COST ALLOCATION STATISTICS AND COST ALLOCATION

SCHEDULE C-1: COST ALLOCATION

Column 1: Enter the direct costs associated with the services listed on lines 10 through 29, Column 6, Schedule B.

Columns 2, 3, and 4: Multiply the Unit Cost Multiplier on Schedule C by the detail on Schedule C. The products shall be entered on the corresponding Lines on C-1, Column 2, 3, and 4.

Column 5: The sum of Columns 1, 2, 3, and 4.

Column 6: Multiply the Unit Cost Multiplier on Schedule C, Column 4, by the detail on Schedule C, Column 4.

Column 7: Multiply the Unit Cost Multiplier on Schedule C, Column 5, by the detail on Schedule C, Column 5.

Column 8: Restricted Program Grant Offset.

Column 9: The sum of Columns 5, 6, 7, and 8.

Total costs in Column 9 are carried forward to Column 3 of Schedule A.

SCHEDULE D - STATEMENT OF COSTS OF SERVICES FROM RELATED ORGANIZATION

SCHEDULE D - STATEMENT OF COSTS OF SERVICES FROM RELATED ORGANIZATIONS

- A. Section A is provided to show whether any of the cost to be reimbursed by the Medicaid Program includes any transaction for services, facilities, and supplies furnished to the vendor by organizations related to the vendor by common ownership or control. Section A shall be completed by all vendors.
- B. Section B is provided to show the total compensation paid for the period for corporate officers of the CMH/MR Agency. Compensation is defined as the total benefit received (or receivable) for the services he rendered to the institution. It includes salary amount paid for managerial, administrative, professional and other services; amounts paid by the agency for the personal benefit of corporate officers; and the cost of the assets and services which corporate officers receive from the agency and deferred compensation. List each administrator or assistant administrator who has been employed during the fiscal period. List the name, title, percent of customary work week devoted to business, percent of the fiscal period employed, and total compensation for the period.

SCHEDULE D - STATEMENT OF COSTS OF SERVICES FROM RELATED ORGANIZATION

C. Section C - Certification by Officer or Director of the Agency. This form shall be read and signed by an officer or director of the CMH/MR. Sections 1877 (a) (1) of the Social Security Act state that, "Whoever knowingly and willfully makes or causes to be made any false statement or misrepresentation, concealment, failure or conversion by any person in connection with the furnishing (by that person) of items or services for which payment is or may be made under this title, be guilty of a felony and upon conviction thereof fined not more than \$25,000 or imprisoned for not more than 5 years, or both, or (ii) in the case of such statement, representation, concealment, failure or conviction by any other person, be guilty of a misdemeanor and upon conviction thereof fined not more than \$10,000 or imprisoned for not more than 1 year or both."

ANNUAL COST REPORT INSTRUCTIONS

COMMUNITY MENTAL HEALTH-MENTAL
RETARDATION CENTER REIMBURSEMENT MANUAL

SCHEDULE H - COMMUNITY MENTAL HEALTH/MENTAL RETARDATION SERVICES
STATISTICAL AND OTHER DATA

SCHEDULES H THROUGH J-1 PROVIDE A BREAKDOWN BY SERVICE OF THE MENTAL HEALTH/MENTAL
RETARDATION COST SUBMITTED ON SCHEDULES B THROUGH D.

SCHEDULE H - COMMUNITY MENTAL HEALTH/MENTAL RETARDATION SERVICES
STATISTICAL AND OTHER DATA

- A. MH/MR Agency Information -- Enter the requested information in the space
provided. Include the name of the agency and the vendor number. Enter the
beginning and ending dates of the period covered by this cost report.
- B. Statistics -- Columns 1 and 2. Enter in column 1, the number of the total
agency visits/units for each service on lines 1 through 26. Enter in column
2, the total costs for each service on lines 1 through 26. The total cost
amounts for each service are obtained from Schedule J-1 Column 9.

SCHEDULE I - COMMUNITY MENTAL HEALTH/MENTAL RETARDATION SERVICES
OPERATING EXPENSES

SCHEDULE I - MENTAL HEALTH/MENTAL RETARDATION - OPERATING EXPENSES

On Schedule I, the provider will provide the Program with a breakdown of all Direct Salary and Other (non-salary) Expenses in Columns 1 and 2. Salary and Other Expenses are totaled in Column 3. Adjustments may be necessary for submitted cost to comply with general policy and principles. Column 4 is used to summarize these adjustments by service, with the supporting detail listed on Schedule I-1. Reclassifications of expenses summarized by service are listed in Column 5, having been brought forward from Schedule I-2 where they are listed in detail.

DIRECT SERVICE

The direct costs of providing each of the direct services is to be listed on Lines 1 through 40. Overhead service costs which have been directly assigned or functionally allocated during the normal accounting cycle will appear in Columns 1 and 2 along with the direct cost of providing the service. Overhead service expenses which are functionally allocated only for purposes of preparing the cost report will be reclassified to the Mental Health/Mental Retardation cost center on Schedule B-2 in total. This total will then be allocated to the appropriate Direct Service cost center on Schedule I-2 and summarized as a part of the reclassification in Column 5 of Schedule I. The totals submitted on Schedule I shall agree with the

SCHEDULE I - COMMUNITY MENTAL HEALTH/MENTAL RETARDATION SERVICES
OPERATING EXPENSES

totals submitted for Mental Health/Mental Retardation on Schedule B Line 22.

Overhead costs which have not been directly or functionally allocated shall be
allocated to the Mental Health/Mental Retardation cost center in total on
Schedule C-1 and shall be allocated to the various Direct Service cost centers
and non-Reimbursable cost centers of Mental Health/Mental Retardation on
Schedule J-1.

SCHEDULE I-1 - COMMUNITY MENTAL HEALTH/MENTAL RETARDATION SERVICES
ADJUSTMENTS TO EXPENSE

SCHEDULE I-1 - ADJUSTMENTS TO EXPENSE

This schedule provides the detail to the adjustment summaries listed on Schedule I, Column 4. These adjustments are to be made on the basis of allowable "cost" or "amount received" which represents a recovery of expense. The provider will identify the basis for the adjustment by entering in Column 2 "A" for cost or "B" for amount received. Line description on Lines 1 through 9 indicate the more common activities which affect allowable cost, or result in costs incurred for reasons other than patient care and, thus, require adjustments.

Where an adjustment to an expense affects more than one (1) cost center, the adjustments to expense shall reflect the adjustment to each cost center on a separate line on Schedule I-1.

Types of items to be entered on Schedule I-1 are:

1. those needed to adjust expenses to reflect actual expenses incurred;
2. those items which constitute recovery of expenses through sales, charges to non patients, refunds of expense, restricted general service grants, gifts, etc.;
3. those items needed to adjust expenses in accordance with Department for Mental Health and Mental Retardation principles of reimbursement; and
4. those items which are provided for separately in the cost apportionment process.

SCHEDULE I-1 - COMMUNITY MENTAL HEALTH/MENTAL RETARDATION SERVICES
ADJUSTMENTS TO EXPENSE

Column 1: Description of Adjustment.

Line 1 - Trade, Quantity, Time and Other Discounts on Purchases.

Line 2 - Rebates and Refunds of Expenses.

Line 3 - Adjustments Resulting from Transactions with Related Organizations

- Transactions with related parties shall be reduced to the cost of the
related party.

Line 4 - Sale of Medical Records and Abstracts - Enter the amount received

from the sale of medical records and abstracts and offset amount against the
applicable cost center.

Line 5 - Income from the Imposition of Interest, Finance or Penalty Charges

- Enter on this line the amount received from the imposition of interest,
finance or penalty charges on overdue receivables. This income shall be
used to offset the applicable cost centers.

Line 6 - Sale of Medical and Surgical Supplies to Other than Patients.

Line 7 - Sale of Drugs to Other than Patients

Line 8 - Offset of Investment Income against Interest Expense

Line 9 - Lobbying Expense.

Lines 10-28 - Enter on these lines any additional adjustments to submitted

costs to comply with Department for Mental Health and
Mental Retardation principles of reimbursement.

ANNUAL COST REPORT INSTRUCTIONS

COMMUNITY MENTAL HEALTH-MENTAL
RETARDATION CENTER REIMBURSEMENT MANUAL

SCHEDULE I-1 - COMMUNITY MENTAL HEALTH/MENTAL RETARDATION SERVICES
ADJUSTMENTS TO EXPENSE

Column 2: On each line enter an "A" if the amount in Column 3 is actual cost or a
"B" if the amount in Column 3 is based on revenue received for the item in Column
1.

Column 3: On each line indicate the amount to be adjusted.

Column 4: Indicate the line number on Schedule I that is to be adjusted.

SCHEDULE I - COMMUNITY MENTAL HEALTH/MENTAL RETARDATION SERVICES
RECLASSIFICATIONS TO EXPENSE

SCHEDULE I-2 - RECLASSIFICATIONS TO EXPENSE

This schedule provides for the detail to the reclassifications made to the Mental Health/Mental Retardation Cost Center on Schedule B-Z by service. The reclassifications made on this schedule shall reflect proper cost allocation under cost finding.

SCHEDULES J AND J-1 - COMMUNITY MENTAL HEALTH/MENTAL RETARDATION SERVICES
COST ALLOCATION STATISTICS AND COST ALLOCATIONSSCHEDULES J AND J-1 - COST ALLOCATION STATISTICS AND COST ALLOCATIONS

Schedules J and J-1 provide for simplified cost finding. All general service costs (overhead cost) that cannot be directly assigned or functionally allocated shall be allocated to the direct service and non-reimbursable cost centers using the simplified cost finding methodology on Schedules C and C-1. The total allocated to Mental Health/Mental Retardation shall be allocated to each Mental Health/Mental Retardation direct service using the simplified cost finding on Schedule J and J-1.

Schedule J: This schedule is used to provide the statistics necessary for the allocation of general service costs among the service areas on Schedule J-1.

Column 1: Enter in Column 1, the total square feet of the building and fixtures applicable to the cost center to which plant expense shall be allocated on lines 1 through 40.

Line 41 is the total of Lines 1 through 40.

Line 42 will contain the total from Line 22. Column 2 from Schedule C-1.

Line 43, the Unit Cost Multiplier amounts on Line 43 are obtained by dividing the amount on Line 42 by the amount on Line 41.

SCHEDULES J AND J-1 - COMMUNITY MENTAL HEALTH/MENTAL RETARDATION SERVICES
COST ALLOCATION STATISTICS AND COST ALLOCATIONS

Column 2: -Enter in Column 2, the gross salaries for each cost center on Lines 1 through 40.

Line 41 is the total of Lines 1 through 40.

Line 42 will contain the total from Line 22, Column 3 from Schedule C-1.

Line 43, the Unit Cost Multiplier amounts on Line 43 are obtained by dividing the amount on Line 42 by the amount on Line 41.

Column 3: Enter in Column 3, the mileage for each cost center on Lines 1 through 40.

Line 41 is the total of Lines 1 through 40.

Line 42 will contain the total from Line 22, Column 4 from Schedule C-1.

Line 43: the Unit Cost Multiplier amounts on Line 43 are obtained by dividing the amount on Line 42 by the amount on Line 41.

Columns 4 and 5: The statistics for Columns 4 and 5 are obtained from Column 5 of Schedule J-1. The statistics in Column 4 of Schedule J will not be filled in for any cost center that should not receive an allocation of Medical Records cost.

Line 41, Columns 4 and 5 is the total of Lines 1 through 40.

Line 42, Column 4 will contain the total from Line 22, Column 6 from Schedule C-1.

Line 42, Column 5 will contain the total from Line 22, Column 7 from Schedule C-1.

Line 43, Columns 4 and 5: the Unit Cost Multiplier amounts on Line 43 are obtained by dividing the amount on Line 42 by the amount on Line 41.

SCHEDULES J AND J-1 - COMMUNITY MENTAL HEALTH/MENTAL RETARDATION SERVICES
COST ALLOCATION STATISTICS AND COST ALLOCATIONS

SCHEDULE J-1 - COST ALLOCATION

Column 1: Enter the direct costs associated with the services listed on lines 1
through 40, Column 6, Schedule I.

Columns 2, 3, and 4: Multiply the Unit Cost Multiplier on Schedule J by the detail
on Schedule J. The products shall be entered on the corresponding Line on J-1.

Column 5: The sum of Columns 1, 2, 3, and 4.

Column 6: Multiply the Unit Cost Multiplier on Schedule J, Column 4, by the detail
on Schedule J, Column 4.

Column 7: Multiply the Unit Cost Multiplier on Schedule J, Column 5, by the detail
on Schedule J, Column 5.

Column 8: Restricted program grant - Enter in Column 8, the amount of grant to be
offset for each cost center.

Total costs from Column 9 are carried forward to Column 2 of Schedule H.